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## 

## **OBJECTIVE:**

## Quest to work in a professional environment that gives a scope for learning and

## creativeness. Tendency to thrive dynamic & fluid environment while remaining

## pragmatic & focused.

## **Work Experience:**

## 4. Organization J.K High School.

## Designation Office Incharge.

## Period April 2013 to January 2016.

## Job Role Collection of daily fees, keeping the records up to date and maintaining the Ledgers and Registers and also responsible for the management role like Teachers Payroll, helpers daily duty and attending phone calls and directing to the concerned person and being the first contact point of the Principal. Given Incharge to prepare all the required documents for Inspection. Counselling for new admissions.

## 3. Organization ICET Solutions.

## Designation Trainer and HR Manager (Part-time).

## Period March 2011 to February 2013.

## Job Role Training the Teachers to teach Spoken English with various activities that help the Primary School Students to learn effectively how to pronounce difficult words and use English in their daily life.

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## 2. Organization HSBC Electronic Data Processing India Pvt Ltd.

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## Designation Customer Service Executive.

## Period April 2006 to February 2007.

## Job Objective Receiving Inbound calls from United Kingdom for Business Customers to answer their query regarding their account statements, making online money transfers from their account to others account. Also responsible for on call sale like upgrading customers account with existing and new offers.

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## 1. Organization 24/7 Customer Private Limited,

## Designation Customer Service Representative.

## Period April 2005 to December 2005.

## Job Objective Receiving Inbound calls from United States of America for Dish Network Satellite Service regarding billing queries making monthly payments against their Subscription, taking orders for upgrade of package, change in package along with Excellent Customer Service. Always maintained excellent quality on Quality Parameters on calls and taken A+ grades every month for the Quality.

## **Educational qualification:**

## MBA (H.R) from Alagappa University. 57%. 2009.

## B.com from Alagappa University. 60%. 2007

## S.S.L.C from Nirmala Hrudaya Convent School, 80%.

## **Additional Qualification:**

## NIIT 1 semester in Diploma in NIIT (DNIIT) 2000.

## Computer Basics i.e MS Word, Excel, Access, Powerpoint, HTML.

**Personal Details**

Gender : Female

DOB : 19/02/1981

Marital Status : Married

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Languages Known : English, Hindi, Telugu, Tamil and Kannada.

Strengths : Effective Communication skills, Strong Interpersonal

Skills, Self-Motivated, Committed, Flexible.

Hobbies : Reading, Listening to music, Gardening