**RESUME**

**Padmalosani**

**Career Objective:**

Looking for a challenging career I assure you that I will be a promising personality I Carrying out the work assigned, leading to growth of the organization and myself.

**Strengths and Personal Skills:**

Ability to deal with people diplomatically, good learner, team facilitator, comprehensive problem solving ability

**Work Experience:**

**Organization : Smart Kids Nursery**

Designation : Admin Coordinator

Length of Service : Jan 2011 – May 2014

Country / City : India / Coimbatore

**Responsibilities:**

* Need to Maintain students records
* Coordinate with parents to update children’s activities
* Attend & Revert phone calls
* Assist with the class teachers

**Computer Skills**

* Operating systems: Tally, Microsoft office, Adobe Photoshop, Adobe reader.

**Academic Qualification:**

* Bachelor of Commerce with computer application (Bcom CA),

Annamalai University, Coimbatore, Tamil Nadu, India

**Personal Profile:**

Date of Birth : 22.12.1987

Sex : Female

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages Known : English, Tamil (To Speak, Read & Write)

Telugu (To Speak)

**Job Seeker First Name / CV No: 1716408**

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