**Resume**

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| **CAREER OBJECTIVE** |

To use my skills, experience and adaptability to obtain a Computer Engineer, where I am constantly challenged. My greatest strength is my ability to walk into a new environment and be functional immediately. I am quick to learn and adapt to new situations.

## **SUMMARY**

* **Overall 9 years Experience in IT Industry.**
* Working as Corporate Coordinator in **RM Computers Private Limited Chennai.**
* Worked as a Back End Coordinator and Executive HR in **Navagate Software   
  Private Ltd**. **Chennai.**
* Worked as an IT Recruiter in **M/s. Ion Info Systems. - Bangalore.**
* Worked as Data Entry Operator in **M/s.Genisys Software Pvt. Ltd. Bangalore.**
* Expertise in HTML, XML designing Static Page using HTML coding.
* Expertise in HTML coding, MSSQL server.
* Expertise in Microsoft Front Page, Dreamweaver, (Some Basic Concepts).

# **QUALIFICATIONS**

1. **B.E** in **COMPUTER SCIENCE ENGINEERING (CSE)**,from **THIRUMALAI ENGINEERING COLLEGE** affiliated to **University of Madras**, passed out in the year **2003** securing an aggregate of **71%**.
2. Higher Secondary Course completed from **VIJAYANTA MATRICULTATION HIGHER SECONDARY** **SCHOOL**, affiliated to **Government of Tamilnadu** in the year **1999** securing **78.50%** of marks.

**PROFESSIONAL EXPERIENCE**

**Working as Corporate Coordinator in RM Computers Private Limited Chennai. (July 2012 to Till Date)**

**Roles and Responsibilities:**

* Coordinating office procedures.
* Making sure that information is quick and easy to locate.
* Ordering and maintaining office stationery and equipment
* Sorting and distributing incoming post
* Booking travel and accommodation for senior managers
* Managing electronic and printed files
* Updating office manuals and brochures
* Responsible for making activities to happen.
* Have good organizational, staff Training and planning skills.
* Sending Quotations to Corporate Clients
* Follow up on all inquiries and prepare sales proposals
* Interacted with prospective customers to determine their needs
* Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquires through email, phone.
* Maintain the database of the customers
* Providing full secretarial support to a department of employees by utilizing superior organizational and planning skills.
* Participating e-tender in procurement portal.
* Control panel design for online seller portal (flipkart, Amazon, Mart jack)

Worked as a Back End Coordinator and Executive HR for **Navagate Software Private Ltd** - **Chennai** **(August 2011 to July 2012)**

**Roles and Responsibilities:**

* Writing up professional job adverts.
* Putting together new employee starter packs.
* Setting up, monitoring and then tracking employee probationary periods.
* Carrying out background and reference checks on prospective employees.
* Acting as the first point of contact for anyone enquiring about a vacancy.
* Maintenance of the HR records and systems.
* Keeping track of any employee anniversaries and awards they are due.
* Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
* Screening phone calls, emails, letters and personal visits.
* Providing professional advisory support to company employees.
* Joining Formalities
* Exit Interviews
* Arranged pre-employment medical examinations.
* Updated and maintained staff bulletin boards & newsletter.
* Filed electronic and hard copy documents
* Monitored the HR department’s general expenditure.
* Sent out relevant contractual information
* Followed up on all outstanding issues
* Made travel arrangements & organized accommodation for senior managers.
* Able to work on multiple projects simultaneously
* Completing all tasks in a timely, organized and professional manner.

Worked as an IT Recruiter for **M/s. Ion Info Systems. - Bangalore (May 2009 to August 2011**)

**Roles and Responsibilities:**

* Develop and maintain relationship with employment agencies, and other recruitment sources.
* Drafting Job Description, outlining in detail all skills and qualities required and desired in a successful job applicant.
* Resume screening, submitted to the open job order, seeking only the most qualified applicant.

Worked as a Data Entry Operator in **M/s.Genisys Software Pvt. Ltd. Bangalore. (March 2007 – April 2009).**

**Roles and Responsibilities:**

* Creating static web pages using the Dream weaver, Microsoft FrontPage and HTML Tagging.
* Some books will be uploaded, the nature of job involved is we use the XML Editor and convert the book and give Chapter Link, Title Link, Table Link and Diagram Link using HTML tag.
* The project involves implementation of a program to Customer can book their ticket

Through Agent or themselves online by using our programme.

* Data entry form filling, the nature of jobs is capturing customer information and processing rebates forms. Customer information is like Name, Address and Postal Code etc.
* Capturing Customer Receipt information like Name of the store, Date purchased how many qualities customer purchased.
* Capturing Customer Label information like serial number, UPC number etc.

Completed Apprenticeship Training in **Tamilnadu Electricity Board** – Chennai **(March 2004 – February 2007)**

**OTHER ACTIVITIES:**

1. Good in Technical programs and troubleshooting.
2. Able to work under pressure of Deadlines.
3. Willingness to Learn, Dedicated and Hardworking.
4. Completed Lower test in Type writing.
5. Ability to pick up new skills and knowledge quickly

**PERSONAL INFORMATION**

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| Date of Birth | : | 11th February, 1982 |
| Sex | : | Female |
| Nationality | : | Indian |