**BIO DATA**

**Rajalakshmi**

**C/o-contact no: +971505891826**

**Email id:** [**rajalakshmi.343256@2freemail.com**](mailto:rajalakshmi.343256@2freemail.com)

**CAREER OBJECTIVE**

To be an Degree in MBA(HR) seeking a challenging environment that encourages continuous learning and creativity. Providing exposure to new ideas that stimulate both professional and personal growth.

**EDUCATIONAL QUALIFICATION**

* Completed Post Graduation in MBA(HR) with 79 percent in 2015 from RMC College Palakkad.
* Completed graduation in BBM (CA) degree with 80 percent in 2012 from AJK college , COMBATURE
* completed HSE education since 2009 from HSS OTTAPALAM
* completed SSLC from Kattukulam hss with 72 percent since 2009

**TECHNICAL EXPERIENCE**

* + Worked as CCE in a reputed firm(DU INERNATIONAL PROCESS) from the date of 08.09.2015 to 08.09.2016
  + Worked as front office executive in a reputed firm from the date of 01.04.2013 to 30.05.2014.

**SOFTWARE PROFICIENCY/ SKILL**

**Technical Software:**

* MS OFFICE

**SKILL & STRENGTH:-**

* Loyality and dedication towards profession
* Quick perception and analysis skills
* Good communication & inter personal management Skill
* Quick learner

**LANGUAGES KNOWN**

English,Hindi,Malayalam,Tamil

**PERSONAL PROFILE**

Date of birth : 28/08/1991

Gender : FEMALE

Marital status : Married

Nationality : Indian

**DECLARATION**

I hereby declared that the information furnished above is true to the best of my knowledge and belief.