**CurriculumVitae**

Shybha

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**Account Assistant**

## Career Objective

I am energetic and quick to appraise new situations and learn new assignments, besides I can get along with people of all levels and have a strong ability to persuade to their best.

To secure a career in a growth oriented organization independently or as a team that appreciates hard work and rich rewards. The job being in accordance with management and Teaching skills and experience.

## Academic Qualifications

* M.E in Computer Engineering from Anna University in James College of Engineering and Technology, Tamilnadu, India
* B.E in Computer Engineering from Anna University in James College of Engineering and Technology, Tamilnadu, India.
* Diploma in Computer engineering from Sree Krishna Polytechnic, Tamilnadu, India.

**Career Summary (Total 3+ years’ Experience as aAccount Assistant)**

Career Summary asaHRcoordinator in Precision Storage Vessels Pvt.Ltd, Kanyakumari, Tamilnadu, India (From 2007 to 2008/2012 to 2013/2015 to till date)

**Roles & Responsibilities**

* Accountable for management of staff of 125-members within department of Client service.
* Responsible for Recruiting, Motivation, Training and Monitoring Technicians, Fillers and Supervisors.
* Proficient in training, supervising and managing staff.
* Responsible for preparing monthly management report of the organization.
* Identifying risks involved with the functioning of enterprises and providing advice regarding risk mitigation, best practices, operations cost reduction, and business development.
* Ability to interpret and analyse information systems from various point of view
* Proficient in written and verbal communication
* Highly organized with excellent interpersonal skills
* Goal oriented and ability to perform numerous tasks simultaneously
* Handled the tasks of planning, directing and controlling MIS activities to meet the information requirements of client and staff services
* Handled the tasks of planning and implementing daily work schedule of the organization
* Responsible for maximizing production, entire facility profit & loss and performance
* Responsible for developing actions and supervised daily activities of department
* Responsible for planning, managing, and directing budgets for equipment, contracts and supplies.
* Guide and assist the supportive services division
* Responsible for managing all administrative activities
* Maintain good and smooth co-ordination, relationship with superiors, Subordinate staff, Business associate, Clients, Department officers etc.
* All other duties necessary to ensure the smooth running of the department.

## Other Information

* Driving License- Holding valid Indian license for light vehicles and two wheeler
* Languages known- English, Tamil, Hindi, &Malayalam.

## Personal Details

Date of Birth - 26-Dec-1986

Nationality - Indian

# Mother tongue - Tamil

# Religion - Hindu

## Declaration

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