**CIRRECULAM VITTE**

**GEETHA**

**GEETHA.367230@2freemail.com**

**Skills Summary**: Unyielding desire to achieve a high standard of work, ability to prioritise workloads, improve operational efficiency, help the company to maximise growth. Has the ability to build positive individual relationships, Self-driven and self-reliant, sets aims and targets and leads by example. Highly focused on implementations to tight time scales and within budget.

**Professional experience:** Sub Divisional Engineer, Bharath Sanchar Nigam Limited- a Govt of India enterprises Telecom Company.

Responsible for ensuring that all employees carry out their duties with a high level of operational professionalism, dedication and teamwork. Also involved in identifying ways to streamline processes.

* Supervising and co-ordinating the activities of office staff
* Providing administrative support in varying capacities
* Providing administrative support to work colleagues and senior managers
* Creating and modifying documents using Microsoft Office
* Competent on all Microsoft Office program
* Effectively multitasking and juggling several tasks at once, even when under severe pressure
* Effectively updating the processes and systems as per the ISO 9001 2008 standards.
* Working on SAP PRD and HCM servers.
* Worked as commercial officer for issuing work orders for new telephone connections and for providing other facilities to the phone after verifying and scrutinising the documents.
* Was a public relation officer and used to meet about 100 customers and was redressing their complaints.
* Was an officer at component and testing lab for testing the telecom components
* Was an HR dealing with all types of staff issues, their timely promotions, retirement, was attending to RTI complaints, staff grievances in an effective manner.
* Was going to different places for testing of various Telecom products
* Now working as SDE computers looking after the hardware problems of Various PCs and Laptops working in different sections. In charge for procurement of PCs and peripherals.
* Has worked for about 35 years in BSNL.

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**Education**: MBA in quality management –Manipal Institute, Udupi,

ISO 9001-2008 Lead auditor from Indian Institute of Quality Management Jaipur.

 In service courses in GSM/Mobile technology, Information technology in IPv6 addressing, RTI CPIO programme, Technology awareness programme, Digital communication programme, Strategic management and group performance management system programme and E business programme