

**SREE**

[**SREE.374510@2freemail.com**](mailto:SREE.374510@2freemail.com)

**Gender**: Female

**Date of Birth:** 17-10-1992

More than two years of experience providing top-notch reporting services and documenting standards

* **Administrative:** Adeptly handle administrative tasks including screening calls, managing calendars,planning meetings, composing documents and organizing offices for efficiency.
* **Communications:** Interact professionally with all levels of staff and clients maintaining the highestlevel of confidentiality; known for tact and diplomacy in handling sensitive issues.
* **Computers:** Considered a “power user” of Microsoft Officeand LIMS; quickly learn and master newtechnology.

**Computer Skills**

* **Office Programs:** Word, Excel, PowerPoint, Access, Outlook, Publisher, SharePoint, LIMS
* **Programming Software’s:** C and C++, COBOL, Networking
* **Operating Systems:** Windows (all versions)

**Professional experience**

* 21 months (March 2014 to December 2015) worked in Modern Testing Services as Customer Coordinator in Registration.
* TUV Rhineland as a Customer Service Executive in April 2016 to November 2016.

**As a Registration Coordinator & CSE**

* + Flexible in Outlook software handling.
  + Answer telephones promptly and courteously coordinate with clients and employees throughout the organization.
  + Handling MTS Company based internet software.
  + Registering samples, assigning tests based on their buyer & client requirements.
  + Acknowledge the clients within the cut-off time.
  + Dealing with clients’ queries.
  + Office Management: Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
* Work Focused: Adapted to diverse work styles and consistently provided friendly service.

**STRENGTHS**

* Positive attitude
* Quick learning
* Commitment and Dedication to work

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| **Education** |  |  |  |
|  |  |  |  |
|  |  | **Year of** |  |
| **Course/Certification** | **Awarder** |  | **Marks %** |
|  |  | **passing** |  |
| B.sc (Computer Science) | Cherran’s Arts and Science | 2013 | 70% |
|  | college |  |  |
| HSC | Government Higher | 2010 | 60 % |
|  | secondary school, Koduvai |  |  |
| SSC | Government Higher | 2008 | 66% |
|  | secondary school, Koduvai |  |  |

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| **Languages** | Speak | Read | Write |
| **Known** |  |  |  |
| Tamil | ✓ | ✓ | ✓ |
| English | ✓ | ✓ | ✓ |
| Malayalam | ✓ |  |  |
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**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge.

Yours Faithfully