**Email :** <logeshwari.380501@2freemail.com>

Mobile: Whatsapp +971504753686 / +919979971283 **Logeshwari**

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**Objective**

To work in an organization where I can acquire new knowledge and sharpen my skills and put my efforts to achieve organization as well as individual goals.

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**Experience**

**Summary** Handling Skill development projects on different CSR’s likes JKT, Salcomp, Eicher Group Foundation, Vodafone Foundation , PMKVY schemes etc.,. Adept at identifying inefficiencies in an MIS Operation working with team

**Assistant Project Manager- MIS** Members to increase Project performance and training

Hand in Hand India personnel. Specializes in Budgeting, Documentation

Kancheepuram Evaluations.

August 2016 – Currently

* + - Preparing Monthly & Quarterly Budget &Skill Training Reports for CSR Projects.
    - Collecting , analyzing and documenting Department quarterly and half yearly performance details.
    - Monitoring the implementation of MIS processes and evaluated their effectiveness.
    - Responsible for project cycle management, technical support to the project, focusing on generation of knowledge, practice & methodologies.
    - Measuring and developing service level targets against Best in class benchmarks.
    - Performing Trend Analysis of Data and Automation of reports.
    - Coordinating with team members in the development of Departmental information systems
    - Identifying process bottlenecks and building new solutions
    - Managing budget and ensure completion of all activities within a given time frame
    - Maintaining and updating weekly & monthly MIS & Portal for PMKVY schemes .

SEO MANAGER

SS3 PROMOTERS AND BUILDERS

Chennai

Sep 2014 – July 2016

* Developed and executed successful SEO strategies
* Managed team of SEO Specialists
* Conducted keyword research to guide content teams
* Reviewed technical SEO issues and recommended fixes
* Optimized website content, landing pages and paid search copy
* Directed off-page optimization projects (e.g. link-building)
* Collected data and report on traffic, rankings and other SEO aspects
* Worked with social media and PPC teams to optimize campaigns
* Keep abreast of SEO and integrated marketing trends

-------------------------------------------------------------------------------------------------------------------------------Education

B.Tech Specialized in Information Technology with 7.3 CGPA

Rajalakshmi Engineering College

Chennai

2014

DCE Specialized in Diploma in Computer Engineering with 90%

Bakthavatchalam Polytechnic College

Kancheepuram

2011

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**Skills**

Project Strategies Planning & Management, Time management & Team Coordination, Good organizational and social skills, Problem solving skills, Good editing Skills both written, audio and video materials, Good communication skills both Verbal and written and Technical and Computer Skill.

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Projects & Programs

* Managing & Conducting Skill Trainings for Women & youth  - NSDC-PMKVY Schemes(Ministry of Skill Development Project )
* Handling & Monitoring CSR Projects likes Eicher Group Foundation , Cognizant Foundation, Forum syd , Salcomp, Asian Paints , Ericsson , UBS, HSBC.
* Handling and coordinating the Empowering Women & Rural Communities through Digital Literacy (DCIRC) Project supported by Vodafone Private Ltd & Indus Towers Private Ltd.

-------------------------------------------------------------------------------------------------------------------------------Languages

Tamil English Hindi

Native Advanced Basic

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Computer Proficiency

Packages Languages DBMS

MSOffice C,C++ & JAVA SQL & Oracle

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Personal Info

Date of Birth      : 16/06/93

Sex                        : Female

Nationality        : Indian

Marital Status  : Single

Date of expiry        : 08/08/2027

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**Declaration**

I hereby declare that the above details given are true to best of my knowledge and belief.

Signature

(Logeshwari )