

Shamini Vivek

Sembatti, Tamil Nadu

shamini497_ipx@indeedemail.com

+91 73388 24024

Work Experience

HR & Admin Executive

Federal logistics - Chennai, Tamil Nadu

August 2016 to Present

Dear Sir/Mam,

I have enclosed my biodata.. If I will joining your company I ll do my best...

Education

BE in Computer science

Sams college of Engg and Technology - Chennai, Tamil Nadu

2012 to 2016

Skills / IT Skills

- Tally quick books excel
- Accounting
- Tally
- Communication skills
- Tax experience
- Microsoft Excel
- ERP systems
- QuickBooks
- Computer skills
- Human resources
- Human resources management
- Recruiting
- HR sourcing
- Talent acquisition
- Marketing

Languages

- English - Fluent