

Anitha .M

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Address:

2/162, Ganesh Nagar
4th Cross, Kattur (po)
Trichy - 620 019

Career objective:

To work in a challenging and competitive environment that provides me an opportunity to enhance my skills in a dynamic and stable workplace and to strive towards the progress of the organization.

Academic Credentials :

COURSE	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE
M.B.A (Concurrent)	Bharathidasan University Trichy	2012	65.00%
M.Com	Srimati Indira Gandhi College Trichy-02	2012	70.00%
B.Com	Srimati Indira Gandhi College Trichy-02	2010	73.00%
12 th STATE BOARD	R.S.K Higher Secondary School Trichy-14	2003	80.00%
10 th CBSC	R.S.K Higher Secondary School Trichy-14	2001	50.00%

Computer Skills:

- MS-Office
- Tally
- PGDCA

Strengths:

- Hardworking
- Honesty & Punctuality

Co- curricular activities:

- NSS-National Service Scheme (NOT ME BUT YOU)
- Camp was organized and we served the kamarajapuram village.
- Participated in World Breast Cancer Awareness month on 14th Oct 07.
- Participated in World Health Day Rally on 7th April 08.
- Conducted Regional level workshop on Result Oriented Entrepreneurship.
- Development Programme.

Experience:

- ✓ **Worked in Vasan Health Care Pvt. Ltd as MIS Executive for 1 Year- 2010 -2011**
 - In Preparing Review PPT
 - Preparing Monthly Indent
 - Giving Drug Alert and Expiry Alert
 - Preparing Closing Stock

- ✓ **Worked in Harshamitra Cancer Center and Research Institute as Personal Secretary & looking after marketing and arranging Camps for 1.5 years. - 2011 to 2013**

- ✓ **Worked in Tiruchy Public School as Front office cum Administrative Officer for 2.5 years- 2013 to 2016**
 - Involved in Students Admission Process
 - Mails replying
 - Event Management
 - Vendors handling
 - Payroll maintenance

- ✓ **Worked in Sri SK HONDA as Customer Relationship Manager for 1.5 years- 2016 to 2018**
 - Handling customer complaints
 - Customer Feedback
 - Event Management
 - Vendors handling
 - Vehicle Sales Process

- ✓ **Worked in PLA MARUTHI TRUE VALUE as Customer Care Manager for 1 year- 2019 to 2020.**
 - Handling customer complaints
 - Customer Feedback
 - Customer Enquiry
 - Vehicle Sales Process

- ✓ **Worked in GT HYUNDAI as Customer Relationship Manager for 1 year- 2020 to 2021.**
 - Handling customer complaints
 - Customer Feedback
 - Customer Enquiry
 - Service call Booking

Personal profile:

NAME	: Anitha M
DATE OF BIRTH	: 11.06.1985
AGE	: 36 Years
GENDER	: Female
MARITAL STATUS	: Married
BLOOD GROUP	: 'O' Positive
LANGUAGES KNOWN	: English (Write, Read & Speak) Tamil (Write, Read & Speak)
RELIGION	: Hindu

Declaration:

I hereby declare that the information and facts stated above are true and correct to best of my knowledge and belief.

Date:**Place :****Anitha . M**