

# POORANI K

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A motivated and self-driven professional with a passion for managing skill, equipped with valuable experience in effective sector management. Seeking a dynamic role where enthusiasm, Time management and strong managerial skills can be harnessed to contribute positively to organizational success.

## Experience

- JUNIOR ACCOUNTANT(PART TIMER)** 2017 - 2021  
Goodluck enterprises
  - Maintenance of cash book
  - Allocate the purchase and sales
  - Internal audit Report generating
- OPERATIONAL EXECUTIVE** May 2021-Sep 2021  
Anson Chits India Private Limited
  - Maintaining internal operation
  - Reporting on sales
  - Customer care
- MPC STAFF** Oct2021-oct2022  
Blue dart express limited
  - Inbound operation
  - Finder and queries
  - Data capture
  - Customer service
- ASSISTANT SHIFT MANAGER** Nov 2022-Sep 2023  
Domino's Pizza (Jubilant Foods private limited)
  - Staff Supervision
  - Food Quality and Safety
  - Customer service
  - Inventory Management
  - Training and Development
  - Cash handling
  - Team collaboration
  - Report Generation
  - Shift Scheduling
  - Operational Efficiency

## Education

- MBA (under studying)** Pursuing  
Bharathiyar University : School of distance education
- B.COM CSCA** 2021  
Sri jendra Saraswathy maha vidyalaya College of arts and science - 71%
- HSC** 2018  
PSG Sarvajana higher secondary school - 66%
- SSLC**  
Sri Sarguru matriculation school - 86%

## Skills

- Ms office
- Microsoft Outlook
- Tally ERP9
- Active listening

## Lanugage

- English
- Tamil
- Malayalam