

K. Hema

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9786475418

To Learn to perform, to achieve and to succeed interested in taking up challenging position in your company where my knowledge can be utilized for mutual growth and also expand the horizon of my learning.

Work Experience

Trichy HR Recruiter Cum Admin

ABILITIE

July 2015 to July 2015

to Still Date

SKILLS, KNOWLEDGE @ ABILITIE:

- Excellent interpersonal and customer services skill
- Ability to maintain calm demeanor during stressful Situations
- Enjoys working independently as well as part of team
- Experience working with high needs clients in challenging situations
- Demonstrated ability to problem solve and ensure satisfactory outcome for all parties involved

Education

MSC CS in CS

India

2013 to 2015

BSC CS in CS

India

2010 to 2013

HSC

State Board

2010

SSLC

State Board

2008

Skills / IT Skills

- Customer service
- Communication skills
- Microsoft Office

- Cash handling
- Leadership
- Organisational skills
- Administrative experience