

S.MANGAYARKARASI

E-mail:mangayarkarasi.mangai@gmail.com

Contact: +91 9344 959 122

PROFESSIONAL OBJECTIVE

To work in a challenging environment that will allow full utilization of my abilities and

Where I will have the opportunity for continuous growth and development. .

EDUCATIONAL QUALIFICATIONS

COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE OF MARKS
MBA (Pursuing)	University of madras	University of madras , Chennai	2010-2014	70
B.A (Business economics)	Anna Adharsh college for women	University of madras, Chennai	2007-10	70
HSC	State board	Jaigopal Garodia girls higher secondary school	2006-07	50

TECHNICAL KNOWLEDGE:

- MS Word, Excel.
- TYPEWRITING
- ICWA Inter 2 pursuing (Institute of cost and work accountants of India)

WORK EXPERIENCE:

- **One** year experience in MATRIX SOLUTIONS as a **Verification executive** from march 2009 to April 2010[**Part time**]
- **One and Half** years experienced in MAX NEW YORK LIFE INSURANCE CO. LTD as a **HR** from May 2010 to September 2011
- **One year** experienced in **MIOT INTERNATIONAL HOSPITAL** as a **HR Doctor secretary Ramapuram** from November 2011 to November 2012
- **Admin Staff and career counsellor in EVERWIN SCHOOLS** , Perambur from December 2012 to June 2013
- **PRM and career counsellor in SRI CHAITAINYA TECHNO**, keelkatalai from July 2013 to Apr 2014
- **Admin and Customer Relations in “THE AKSHAYA INTERIOR”**, Perumbakkam from Jan 2019 to May 2022
- **HR manager Cum IT Career counsellor (BRANCH HEAD) in “TRENDNOLOGIES”**, (IT software training pvt ltd) Medavakkam from June 2022 to till now.

ROLES AND RESPONSIBILITIES:

- Develop & run educational program, counsel the students & parents when needed, resolve conflicts and other issues, hire train and advice staff, ensure the school complies with relevant laws & regulations, handling scheduling, record keeping and reporting, manage budgets logistics & events or meetings
- Administrators must fill the roles of leaders mentor manager decider and builder, effectively perform their responsibilities..
- Handling the One of the Branch Maintenance, Students, and IT professional Relationship about Training and IT Placement, Coordination between Students, and IT professionals, Create the post and promote our post in **social media to generate the leads**, Drafting Email through MNC regarding jobs , Through telephonic with the Students and IT Professional to convert them, Conversation with the trainers To conduct the Demo, Create Zoom link, Handling USA UK CANADA SINGAPORE Candidates, preparing professional resume for the candidate , conduct the mock interview, placement inputs help also we provide, some MNC referrals also conduct....

My Strength :

- Strong belief in integrity and teamwork.
- Enthusiastic and curious in learning new things.
- Hard working and taking correct decision even under pressure.

PERSONAL DETAILS

Husband Name : **Mr J.Senthil Kumar**

Date of Birth : **1.12.1988**

Age : **34**

Marital Status : **Married**

Languages Known : **English & Tamil**

Address for Communication: **No.37 Rajalakshmi nagar, 6th street, Pallikaranai
Chennai -600100**

Permanent Address : **No.476, Anna Street, TV Puram, Ponneri -601204**



DECLARATION:

I hereby declare that all the information above said is true to the best of my knowledge and belief.

DATE : **9.12.2023**

PLACE : **Chennai (Pallikaranai)**

(S. MANGAYARKARASI)

