

# RESUME

**SARANYA. S**

**Mobile:9385382760**

**Email: [s.saranya162000@gmail.com](mailto:s.saranya162000@gmail.com)**

## Objective:

Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills and will help me in broadening and enhancing my skill and knowledge.

## Educational Credentials:

Course	University / Board	School / Institution	Year Of Passing	Percentage
MBA (HR and Operation as specialization)	Anna University	C Abdul Hakeem College of Engineering and Technology, Melvisharam.	2022	83%
BCA	Thiruvalluvar University	MMES Women's Arts and Science College, Melvisharam.	2020	76%
H.S.C	State Board Of Tamil Nadu	V.R.V Girls Higher Secondary School, Ranipet.	2017	70%
S.S.L.C	State Board Of Tamil Nadu	V.R.V Girls Higher Secondary School, Ranipet.	2015	85%

## Personal Skills:

- Good communication skills and Quick learner.
- Willingness to learn team facilitator and hard worker.
- Comprehensive problem-solving abilities.
- Perform under pressure and speed with efficiency.

## Experience:

**COMPANY NAME** - NTTA DATA information processing services private limited  
(2022-2023).

**JOB POSITION** —→ **Operation Processing Senior Representative.**

## ROLES & RESPONSIBILITY:

- I currently have **1 year** of experience working in a healthcare service company.
- Staffing and organizing is a Must thing in My Role.
- I need to allocate day to day tasks and targets to team members.
- Controlling the team process within a particular time period.
- Managing Client Errors & Mail Reports and I'm the responsibility to collect outstanding Accounts Receivable.

## Skills:

- Programming Languages : C, C++, JAVA
- Web Designing : HTML
- Database : SQL
- Packages : MS Office (Word, Excel, Power Point).
- Specialization : HR Recruiting, Administration, screening, sourcing, interview Coordination, Payroll Processing with employee benefits & Perks, HR Executive activities.

## Projects:

### ✓ Summer Internship:

I had done this in my PG at Raasiga leathers, VC Motur, walaja @ Ranipet.

### ✓ Employee Engagement:

I had done my PG project in this topic at KH Exports Private limited (footwear division),  
@ Ranipet.

**Personal Details:**

Name : SARANYA. S

Father's Name : SOWRI. J

Gender : Female

Marital status : Unmarried

Date of Birth : 01 June 2000

Religion : Hindu

Phone No : 9385382760, 8270101456

Languages Known : English, Tamil

Hobbies : Creating craft art.

Address : No. 42 / C L.F.  
Road, Pinji, Ranipet.

**Declaration:**

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

**PLACE:** Ranipet.

(SARANYA.S)

**DATE:**

**SIGNATURE**