

SANGEETHA G

CONTACT

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- Udayampalayam, Coimbatore - 641028

SKILLS

- Adaptability
- Time Management
- Team Work
- Recruitment and Onboarding
- Tally
- HRMS
- QuickBooks , Full Contact Accounting software's

CERTIFICATIONS

- Got a Gov't certificate for lower typewriting in English.
- Got a Merit certificate in 10th and 12th standard.

LANGUAGES

- English
- Tamil

OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

HR Associate

Focus Edumatics Private Limited

Dec 2021 - Present

- Screened Applicants and Evaluated their profiles.
- Scheduled an interview for freshers and experienced candidates.
- Handling calls from the candidates and Addressing their queries.
- Involved in Selection process and Joining formalities.
- Handling the HRMS and maintaining the record of Employees.

US Accounts Processor

GKM Global Servics Private Limited

Mar 2021 - Aug 2021

- Getting projects from the US Clients and find out the nature of business.
- Posting entries accordingly to the Accounting software's.
- Bank Reconciliation, Review financial statements and send reports to the clients.
- Worked with team members efficiently to complete the projects.

Data Analyst

Idea Bricks Technologies

Jul 2018 - Feb 2021

- Worked on data analysis of IT services providing companies.
- Validated data for the services like Web Design, Mobile Application and Ecommerce.
- Done Data fetching and Data Interpretation.
- Feeding the collective data in Excel.

PERSONAL DETAILS

- Father's Name : Ganesan
- DOB : 08/11/1998
- Marital Status : Single
- Gender : Female
- Nationality : Indian

EDUCATION

- **MBA Financial Management** from Bharathiar University - Distance Education
(2020 - 2022) - 63%
- **B.com (CA)** from SNR Sons College, Bharathiar University
(2015 - 2018) - 76%
- **HSC** from Corporation Higher Secondary School, Coimbatore
(2015) - 86%
- **SSLC** from Corporation Higher Secondary School, Coimbatore
(2013) - 92%

DECLARATION

I hereby declare that all the above mentioned details are true to the best of my knowledge.

Date:

Place: Coimbatore

(Sangeetha G)