

# Resume

Meena R  
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## **OBJECTIVES:-**

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.

## **ACADEMIC QUALIFICATIONS:**

Year	Board/University	Percentage	Examination
2015	Dr. C.V Raman University	72%	BCA
2010	State Board	55.58%	HSC
2008	State Board	67.04%	SSLC

## **TECHNICAL SKILLS:**

- DCA- Diploma in Computer Application
- PGDEMA- Post-graduate diploma in education management and administration.

## **WORKING EXPERIENCE:**

- Worked as a Front office executive in (**Shenbaka cars pvt ltd**) from September 2015 to **March** 2017.
- Worked as an Office admin in (**Vivekananda Vidyalaya** CBSE School Lawspet) From June 2017 to March 2020.
- Working as a Customer service officer and Admin in (RM sky tech) from August 2021

## **ROLES AND RESPONSIBILITIES:**

- Handling general enquiries and registration for walk-in customers.
- Handling customer queries through email and phone.
- Creating courses schedule and uploading the same in website.
- Assisting convenient schedule for the participants.
- Verification of the trainee's entry requirements.

- Creating Invoice and processing payment.
- Uploading supporting documents.
- Handling class confirmations, cancellation and postponed with the students.
- Arranging exam for participant's and updating the result in the system.
- Coordinating with trainer and students in regular classes.
- Issuing the certificates to the students.

### **JOB LEARNINGS:**

- Ability to work in a team.
- Organized and well-structured at work.
- Strong analytical and people management skills.
- Accept difficulties as challenges.
- Good initiator and hard worker.
- Strong Presentation Skills and leadership quality.

### **PERSONAL TRAITS:**

- Adaptive to new technologies.
- Very enthusiastic and highly motivated with a Positive attitude.
- Flexible & adaptability
- Taking initiation

### **PERSONAL DETAILS:**

Name : Meena R  
 Spouse Name : Suresh K  
 D.O.B : 13.05.1993  
 Nationality : Indian  
 Language Known : English, Tamil  
 Marital Status : Married

### **DECLARATION**

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

**Date:**

**SIGNATURE**

**Place:**

**(MEENA R)**