

CURRICULUM VITAE

CHITRA LEKHA. M
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Objective

To seek a challenging career working with people in an environment of excellence and The passion that helps me to widen my skills and knowledge, which I would, in turn, apply for the Development of the Organization.

Academic Qualification

<u>Degree</u>	<u>Name of the institution</u>	<u>Year of passing</u>	<u>Percentage</u>
MBA	Madras University	2017	70%
B.com	Dr MGR Janaki College of Arts & Science for Women	2015	75%
HSC	N.K.T National Girls Higher Secondary School, Chennai	2012	60%
SSLC	N.K.T National Girls Higher Secondary School, Chennai	2010	62%

Work Experience:

- **Company Name:** The Madras University, Chepauk, Chennai 600005
- **Department: Administration**
Years of Experience: 2 Years (From 27th July 2015 to 30th May 2017)

Responsibility:

- Working in Shiva siddha Dept in regular.
- Overall dept cleaning and maintenance incharge.
- Exam connected to all the students.
- Prepared Question paper.
- Every class professor arrangement.
- Liabrary Incharge.

- HOD ticket booking.
- **Department: Enrollment and Admissions**
Years of Experience – 1Year (From 17th July 2017 to 01st March 2018)

Responsibility:

- Worked in Distance education in Madras University.
- Certificate verification.
- Admission approved
- Surrender the all the original documents to concern dept.
- **Company Name:** REMI SALES AND ENGINEERING LIMITED, MOUND ROAD
Role : Coordinator and Admin Cum computer operator Motor Division (Years of Experience: 2019 to 2021June)

Responsibility:

- Prepared Quotation in ERP software
- Prepared Sale order, Work Order in Tally, and Excel.
- File Management
- Preparing Monthly budget for office expenses
- Petty Cash Handling
- Sales team expenses followup
- Dispatch follwup with Mumbai office
- Service complaint Followup
- Housekeeping Operations
- **Company Name:** MARG ERP LTD, Thousand Light
Role : Admin cum Zonal Facilitator (Years of Experience: 2021 to 2022)

Responsibility:

- Knowledge in Excel and Word.
- Maintained a tidy receptionist area,incuding sanitizing,Organizing and Cleaning the office.
- Managed Clients doubts and enquiry.
- File Management
- Preparing Monthly budget for office expenses
- Petty Cash Handling
- Sales team expenses followup
- Housekeeping Operations

- **Company Name:** PREGO
Role : Admin Manager and HR (Years of Experience: 2022 to Still Working)

Responsibility:

- Knowledge in Excel and Word.
- Maintained a tidy receptionist area, including sanitizing, Organizing and Cleaning the office.
- Scheduled Appointments and Meeting and travel arrangements for employees and MD, Chairman.
- File Management
- Preparing Monthly budget for office expenses
- Petty Cash Handling
- 5 region Sales team expenses followup
- Housekeeping Operations.
- Prepared PO and Work order
- 5 region Sales team Jio attendance and appsheet followup
- Prepare Quotation.
- PF followup with auditor team.
- Stock followup

COMPUTER PROFICIENCY

- Knowledge of Computer (Ms Word,MS Excel, Typing English , Internet)
- Tally Prime
- E.R.P.Software

Academic Project Undertaken:

Company Name : Sriram Finance Ltd , Alwarpet, Chennai 6000018
Project description: Voucher Updating & Checking, Date Base preparation,
Voucher arrangement etc **(November - 01th to 30th)**

Key Skills & Abilities:

- Ability to grasp any new software and Knowledge
- MS Office, Tally – Basics
- Typewriting – Lower English

Key strength:

- Willingness to learn new things
- Adaptability to any circumstances.
- Quick grasping abilities.
- Punctuality
- Energetic to work

Personal Details

Name	Chitra Lekha. M
Date of Birth	24-04-1995
Contact Address	No. 147,VR Pillai Street, Triplicane , Chennai – 600005
Marital Status	Married
Languages Known	English, Tamil

Declaration

I hereby declare that above particulars stated here in above are true, correct and complete to the best of my knowledge.

Place: Chennai

Date:

(CHITRA LEKHA. M)