

CURRICULUM VITAE

SHILPA MANOHARI

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. Strengths:-

- **Enthusiastic and hardworking.**
- **Possess a positive attitude.**
- **Responsible towards work.**
- **Self motivated and directed.**

Academic Qualification:-

- **Hsc Teresa's School.(vadakkankulam)**
- **BA ENGLISH LITERATURE (Manonmaniam Sundaranar University)**

Work Experience:-1

Organization:JADE HOTEL ,(3star)

-Designation : RECEPTIONIST ,&,DATA ENTRY

Duration :- June 2019

.Work Experience :-2

Organization :LEE CRYSTAL

Designation : ACCOUNTANT , RECEPTIONIST ,

Work Experience :-3

Organization : AGRICULTURE COLLEGE

Designation : FIELD OFFICER

Work Experience :- 4

Organization: VANMOH CHIT FUNDS PVT LTD

**Designation : CUSTOMER RELATIONSHIP
MANAGER(CRM)**

ROLES & RESPONSIBILITIES

AS DATA ENTRY ,

- 1. Prepares, compiles, and sorts documents for data entry.**
- 2. Verifies and logs receipt of data.**
- 3. Transcribes source data into the required electronic format.**
- 4. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanner**

AS ACCOUNTANT,

- 1. Prepare financial statements and reports for clients or businesses.**
- 2. Track incoming and outgoing money for individuals or companies.**
- 3. Develop, forecast and check budgets.**
- 4. Prepare and submit tax returns for individuals or organizations.**
- 5. Conduct financial investigations, prepare reports and undertake audits**

AS RECEPTIONIST ,

- 1. Greet and welcome guests as soon as they arrive at the office.**
- 2. Direct visitors to the appropriate person and office.**
- 3. Answer, screen and forward incoming phone calls.**
- 4. Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)**

AS CUSTOMER RELATION MANAGER

- 1. Implement customer analysis to identify trends and opportunities to generate revenue.**
- 2. Create positive relationships with new clients to help build the customer base.**
- 3. Monitor and maintain customer satisfaction ratings.**
- 4. Preparing excel sheet and Reporting Daily task**

Personal details:

Languages known : English, Tamil

Date of Birth : 18 /1/1997

Gender : Female

Marital Status : Married.

Declaration:

I hereby declare that the above written particulars are best of my knowledge and belief.

(SHILPA MANOHARI)

Place:

Date: