

Thilagavathi V

Chennai, Tamil Nadu

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To procure a promising position in which I can excel and use my management and negotiating skills with confidence and efficiency in the best interests of the organization.

Work Experience

CFL Coordinator in RBI Financial Literacy Project

Dhan Foundation - Madurai, Tamil Nadu

March 2022 to April 2023

CBSE Board Teacher

SSV group of institutions

January 2019 to March 2021

Accounting Executive and Admin

SPARRC Centre (a Physiotherapy clinic)

September 2013 to December 2015

Backend Processor

Absy Communique Channel office of Airtel

February 2013 to August 2013

Asst. Manager

TCIL-IT (A Govt of India Enterprise)

December 2012 to December 2012

Asst. Manager

March 2012 to July 2012

TNIT.

Admin and Customer Service Executive

Aura Deziner Homes

September 2011 to February 2012

Process Associate

Cap Gemini, Isphani Centre

January 2009 to July 2009

Education

Master of Business Administration in HR/Finance

AALIM MUHAMMED SALEGH COLLEGE OF ENGG. Affiliated to Anna University with specialization

Bachelor of Corporate Secretary in ship

ANNAI VEILANKANNI'S COLLEGE under University of Madras - Chennai, Tamil Nadu

Skills

- Customer service : Customer, Satisfaction, Grievance Handling & Back office filing
- Operating Systems : Ms-Office, Foxpro, Tally 7.2 Working Knowledge in Excel Sheet&Tally 9
- Packages : Windows 10
- Accounting : Cash handling, Day Book , Petty Cash, in Excel sheet.
- Type Writing : Lower (English)
- People relationship group management
- Internal recruiting