

RESUME

R.JANANI

Permanent Address :

D/No : 24d thoppu street,
Annasagaram(po),
Dharmapuri(Dt)-636704,

Present Address :

D/No : 11/29, Chitlapakkam,
Second Main Road, Tambaram Sanatorium Chennai –
600047.

Mobile No : 8148784857 Januraja96@gmail.com

OBJECTIVE

Willing to work in a challenging position with a growing Organization where I can Utilize my technical and interpersonal skills to serve the organization and enhanced the same.

EDUCATION

COURSE	NAME OF INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	CGPA/ PERCENTAGE
B,SC	Pachamuthu College	Periyaar University, Salem	2016	72%

HSC	Govt(girls). Hr. Sec. School, Dharmapuri	State board	2012	59%
SSLC	Govt(girls). Hr. Sec. School, Dharmapuri	State board	2010	67%

COMPUTER SKILLS :

Programming language : C, C++,
 Office&simulation tool : Microsoft Office (powerpoint,word,Excel)
 Operating system : windows 7/xp, windows 8, windows 10

TECHNICAL SKILLS

- Web pageArea of interest
- Banking sales

ROLES AND RESPONSIBILITY

- Set clear team goals
- Delegate tasks and set project deadlines
- Oversee day-to-day teams' operation and performance
- Do regular performance evaluation
- Create a healthy and motivating work environment and atmosphere
- Develop a well designed and motivating evaluation program
- Communicate with teams about their performance
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts

- Plan and organize team-building activities

CO-CURRICULUM ACTIVITIES

- Active participant in debate competition
- Volunteer in Health camps associating in Chennai
- Volunteer in VidhaiVidhaipom Organization in Chennai Corporation

EXTRA-CURRICULUM

- Got second prize in poetry competition by WOMEN Empowerment Cell on 2019 at SSEC.
- Member of NSS group of SSEC.
- Member of YRC club of Coimbatore “Indian Red Cross Society”.

EXPERIENCE

- Seyon Global Services Pvt Ltd as a Process Consultant from April 25th 2016 to Nov 10th 2017.
- Web4ex Solution Outsourcing to SHRIRAM LIFE INSURANCE PVT LTD as a Teamleader from Nov 22nd 2017 to Oct 21st 2023.

PERSONAL DETAILS

Father's Name : M.K.Raja (LATE)

Date of Birth : 27. 04. 1996

Gender : Female

Nationality : Indian

Marital status : married

Hobbies : Playing, Gardening, Reading Book (Drawing, Novel Books).

LANGUAGE KNOWN

- Tamil, English

DECLARATION

I Janani.R acknowledge that the above given information is true to the best of my knowledge and belief.

Place : CHENNAI (Tambaram)

Signature Date :