

RESUME

S. MENAKA

D/o N.Sekar,
River Bank Street,Mandalakottai,
Keelakuruchi Post – 614015,
Pattukkottai(T.k),
Thanjavur(D.t).
Email: lmenaka479@gmail.com
Ph:+91 93451 89125 / 9788050263

OBJECTIVE:

To obtain a creative and challenging position in an organization that gives me an opportunity for self – improvement and leadership, while contributing to the symbolic growth of the organization with my technical and logical skills.

EDUCATIONAL QUALIFICATIONS :

COURSE	INSTITUTION OF UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA	ENATHI RAJAPPA ARTS & SCIENCE COLLEGE,ENATHI (Affiliated to Bharathidasan University,)	2013	68%
M.COM	ENATHI RAJAPPA ARTS & SCIENCE COLLEGE,ENATHI (Affiliated to Bharathidasan University,)	2013	70%
B.COM	M.R GOVERNMENT ARTS COLLEGE,MANNARGUDI. (Affiliated to Bharathidasan University,)	2011	65%
HSC	GOVERNMENT GIRL'S HIGHER SECONDARY SCHOOL	2008	75%

COMPUTER SKILLS:

- Basic Computer Application
- MS-Office, Tally 9.0 & Basic, Excel Knowledge
- ITF
- English Typing

PROJECT DETAILS:

- M.Com (HR) A Study on Employee job Satisfaction with special reference to Pvt Transportation in Pattukottai TK.
- MBA (Marketing) A Study on Consumer Loyalty with special Reference to Petrol Bunk in Pattukkottai T.K.

EXPERIENCE :

- HDFC Accounting Opening for 2 Years
- Hero Branch Two-Wheeler Sales Manager for 5 Years

JOB ROLE AND RESPONSIBILITIES:

- ❖ Daily and Monthly Vehicle Sales Planning
- ❖ Daily and Monthly Purchase Planning
- ❖ Customer Enquiry
- ❖ Customer Problem solving and analytical.
- ❖ Preparing weekly and monthly sales and Purchase report
- ❖ Maintaining vehicle Stock report
- ❖ Loan arrangements for customer tie-up with finance
- ❖ Maintaining new vehicle registration RTO records and Insurance
- ❖ Maintaining customer MIS Database

STRENGTHS:

- Team Player
- Hard Working
- Self-Motivated
- Dedicated

PERSONAL DETAILS:

Full Name : S.Menaka
Father Name : N.Sekar
Mother Name : S.Leema
Married Stats : Married
Date of Birth : 28.12.1988
Religion : Hindu
Languages Known : English, Tamil, Hindi

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:25/03/2024
Place: Pudukkottai

S.MENAKA