**HARSHA VARDINI C.B**

Mobile: +91-7904503518 Mail:[harsharuthpaul02@gmail.com](mailto:harsharuthpaul02@gmail.com)

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| **JOB OBJECTIVE** |

Dedicated, Professional eager to contribute exceptional as **HUMAN RESOURCE & BPO (VOICE & NON-VOICE)** talents toward supporting an employer in driving revenue grow and profitability.

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| **PROFILE SUMMARY** |

* Endowed with the passion for winning evinced through around two years of **experience** in **Human Resource , BPO ( Voice / Non voice ) & Troubleshooting**
* Decisive problem solver able to execute innovative solutions and process improvements to meet defined business goals.
* Highly versatile and able to quickly master new roles, responsibilities and technologies.
* Possesses strong interpersonal, coordination & analytical skills.

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| **CORE COMPETENCIES** |

Strategies Analysis / Planning Client / Business Relations Advertising / Promotions

Data / Records Managements Regulatory / Compliance Performance Managements

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| **WORK EXPERIENCE** |

Workedas **Human Resource** in **CFT Careers , IndiaMART , Infosys . Coimbatore, India** during **2019-2022.**

**Responsibilities:**

* Coordinate with management team to develop and implement strategy plan.
* Identify and evaluate new and specific profitable business opportunities.
* Demonstrate exemplary expertise in the **completing** the target and lead the team to achieve **overall company target.**
* Initiate and complete proposals and presentation for new business opportunities.
* Research and analyze the market to gather information and update about it to the management.

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| **EDUCATION** |

* April 2019: B.Com Professional Accounting. KG College of Arts & Science, Coimbatore.
* March 2016: HSC - Keartiman Matriculation Higher Secondary School, Coimbatore, India.
* March 2014: SSLC - Bharathi Matriculation Higher Secondary School, Coimbatore, India.

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| **CERTIFICATION** |

* C Language
* GST & E-Filling
* Basic in “GERMAN LANGUAGE”
* Basic in “SPANISH LANGUAGE”

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| **Personal Details & Interests** |

* **Name**  : Harsha Vardini C.B
* **Father Name**  : Babu C
* **Date of Birth** : 02nd May 1998
* **Address** : N0-21, Chinnapan Street,

K K Pudur,

Coimbatore – 641038

* **Age** :23
* **Gender** : Female
* **Marital Status** : Single
* **Nationality**  : Indian
* **Language Known** : Tamil, English, French(Basic)

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| **Declaration** |

I do hereby declare that the details above are true to the best of my knowledge.

Coimbatore

Date: Harsha Vardini C.B