\*\*\*\*\*\*\*\*\*\*\***Hyma Haroharan**\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- |
| Candidate Current Location | Bangalore |
| Availability to Interview | Any Week Days |
| Date Available to Start | Immediate |
| If previous Intel experience, please provide: |  |
| - Previous WWID if known |  |
| - Previous sponsor names if known |  |
| - Dates employed |  |
| - Engagement type (CW or FTE) |  |
| - Name used when employed at Intel |  |
| Please explain why you feel this candidate is best fit for this position / provide any additional comments | She has good experience in handling all admin activities whatever mentioned in the JD |

**Hyma Hariharan**

**Mob: 08904496632**

**Email:** [**hymahnambiar@gmail.com**](mailto:hymahnambiar@gmail.com)

#475, “Aishwarya”, 5th cross, Shanthiniketan Layout,

Munnekola, Marathalli Post, Bangalore - 560 037.

Residence: 91-080-65358675

**Objective:**

To pursue a challenging career where I can utilize my skills and knowledge in the field of Administration, which offers immense opportunities to cope up with the challenges through dedication and commitment.

**Experience:**

**EXPERIENCE:**

**Employer:** **ARM Embedded Technologies Pvt Ltd**., Bangalore, and **Duration:** November 2013 till May 2014. **Designation:** Back office / operations in Administration and Facilities Department.

**Responsibilities:**

* Coordinating with various departments within the organization.
* Maintaining the temporary staff card register.
* Maintaining the guest incoming and outgoing register.
* Handling lunch arrangements for interviews.
* Making pre-joinee arrangements like printing and issuing the ID cards.
* Managing the office library system.
* Handling employee’s complaints and sorting the issues through service tickets.
* Updating the employee’s photo in the organization website.
* Supervising administrative activities like housekeeping and verification of stationery stock.
* Maintaining general administrative related day- to- day office work.
* Filing the documents.

**Previous Employer:**

**Employer: ING Life Insurance Co. Pvt Ltd**., Bangalore, and **Duration:** July 2012 to May 2013.

**Designation:** Front Office cum Admin Executive.

**Responsibilities:**

* Handling the incoming and outgoing calls.
* Handling the visitors.
* Transferring the calls to the concerned departments.
* Blocking the meeting rooms.
* Connecting the conference calls.
* Blocking the conference call bridge for the employees.
* Checking the premises on daily basis.
* Organizing meeting rooms for training purposes.
* Raising the purchase order for house-keeping and pantry consumables for lunch rooms.

**Academic Qualification:**

* **SSLC**

(FromKairalee Nilayam High School, Old Airport Road.)

* **PUC**

(FromKrupanidhi Pre-University College, Kormangla.)

* **Bachelor of Business Management.**

(FromKristu Jayanti College,Hennur.)

* Pursuing **Master of Business Administration** through distance education.

**Skills:**

* Good communication skills.
* Basic knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
* Ability in handling multiple tasks.

**Personal Information:**

Name : Hyma Hariharan

Date of Birth : July 1st, 1988.

Marital Status : Single

Gender : Female

Email : hymahnambiar@gmail.com

Languages Known : English, Kannada, Hindi, Tamil and Malayalam.

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge

and belief.

Place : **Bangalore**  **HYMA HARIHARAN**

Date :