



MEENA AMBIGA MR

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Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

- **SPARTAN DETECTIVE AGENCY - Chennai** November 2022 - October 2023
HR& ADMIN MANAGER
Work experience at a Detective agency involves a wide range of responsibilities, depending on the specific role and the agency's focus. Here's i mentioned what I did there ,
 - Surveillance
 - Research and Analysis
 - Surveillance Technology
 - Case File Management
 - Witness Interviews
 - Evidence Collection
 - Report Writing
 - Confidentiality
- **WARSAW INTERNATIONAL EXPORTS COMPANY - Tirupur** MARCH 2017 - MARCH 2020
HR& ADMIN MANAGER
Working as an HR and Admin Manager for an exports company involves a diverse range of responsibilities that encompass both human resources and administrative functions.
What I did here,
 - Employee Onboarding
 - HR Policies and Compliance
 - Training and Development
 - Compensation and Benefits
 - Record Keeping
 - Health and Safety
 - Compliance and Legal Issues
 - Problem Solving and Decision Making
 - Team Management
- **TCS, CHENNAI -1** DECEMBER 2015 - JAN 2017
Programmer
My journey as a software programmer began with a passion for problem-solving and a drive to create impactful solutions. Throughout my career, I have honed my skills in multiple programming languages, including Java, Python, C++, and JavaScript, allowing me to adapt to diverse project requirements seamlessly.
- **SERCO GLOBAL SERVICE** JUNE 2015 - DECEMBER 2015
SBI CREDIT CARD CALLING EXECUTIVE
Working in a BPO job involves various tasks related to providing services for client companies.
What I did here,
 - *Client Communication
 - *Inbound or Outbound Calls
 - *Customer Service

Education

- **VEERAMMAL ENGINEERING COLLEGE** 2015
B.E Computer Science Engineering
9.1
- **VEERENDRA CHOUDHARY DBA CLASS** 2022-2023
DBA MASTERY

Skills

- Knowledge of International
- Trade Regulations
- Market Research
- Communication Skills
- Analytical Skills
- Attention to Detail
- Problem-Solving
- Time Management
- Interpersonal Skills
- Documentation and Record Keeping
- Legal Knowledge
- Data Security Risk
- Assessment Surveillance
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Languages

- READ & WRITE:- TAMIL
- READ & WRITE:- ENGLISH
- UNDERSTANDING LEVEL:- MALAYALAM
- UNDERSTANDING LEVEL:- TELUGU

Personal Details

- Date of Birth : 03/10/1998
- Nationality : INDIA
- Place : DINDIGUL DISTRICT
- BLOOD GROUP: A+ve



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