

VAANEESHWARI NITHIYANANDHAM



NO.21 Second Street,
Dasarathapuram,
Saligrammam,
Chennai : 600093.
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OBJECTIVE

To excel in my chosen discipline by taking up challenging assignments that in turn result in intellectual and personal growth and contribute to the growth of organization by making use of my skills and knowledge acquired over a period of time.

PERSONAL INFORMATION

Date of Birth : 30th March 1990
Languages Known : English, Hindi and Tamil
Nationality : Indian
Father's Name : K.Nithiyanandham
Communication Add : 21 second street, dasarathapuram, saligrammam, Chennai-93

EDUCATIONAL DETAILS

- ✓ **Diploma in Computer Application, BSS
COMPUTER COLLEGE , KARAIKAL
PUDUCHERRY conducted in the year
03/06/2013-15/09/2013**
- ✓ **Class X1 from St. Johns Matriculation Higher
Secondary School Chennai Apr. 2005**

COMPUTER KNOWLEDGE

- ✓ MS Office Applications, Tally
- ✓ Completed Typewriting.

OTHER SKILLS

- ✓ Good in Accounts.
- ✓ Book-Keeping.
- ✓ Done some B.Ed and Engineering projects.

WORK EXPERIENCE

Working in **NETWORK MARKETING**, from **2011 – Till date**.
Concern Name: VESTIGE MARKETING PRIVATE LIMITED.

Job Profile:

Leadership Expansion.
Teaching Business Oriented Communication Skill.

Worked as a Computer **Operator**, From **FEB2012 – AUG2014**.
Concern Name: ROBOTIX TECHNOLOGIES, NAGAPATINAM

Data Entry Projects
Translator Jobs
Customer Service.
Receive International Calls.
Account Management.
Clerical and Administrative Purpose.

Enter data, via computer, pertaining to the services provided by unit. Update database information.
To reflect most current source information. Follow established practices or standards for the input.
Proof read and verify data entered. Ensure accuracy of all information entered and presentation format.
Assist with routine office duties such as typing, filling, record maintenance as work load permits.

Worked as a **Customer Care Executive** from **Sep 2014- feb2015**
Concern Name: VIP COMMUNICATION, THENI

Customer Service.
Receive International Calls.
Interacts with a company's customer to provide them with information with information to address inquiries regarding products and services. In addition, dealing with and help resolve any customer complaints. Provably gather their information via a telephone call.

Worked As **From 01.02.2015 till date**
Concern name: ADMINISTRATION MANAGER AT A.K.R INFOTECH PRIVATE LTD

Business planning

Project management

Finance

developing budgets

perform cost reduction research

handling accounts receivable/payable

Human Resources

recruiting and training employees

processing payroll

report on employee performance

Office and facilities management

Clerical tasks

writing contracts

using database systems

Procurement and maintenance of office equipment/ furniture/ fixtures, to ensure their serviceability. Procurement and issue of stationery to various divisions and maintain their proper records and maintenance of sundry eqpt like mobile phones, telephones, calculators etc. to maintain a proper records of company assets issued to marketing personnel and ensure to deal with vendors/service providers like suppliers, courier, manpower consultancy etc. to take care of legal cases and their proper follow-up. Maintain all databases including financial and staff reports & prepare expenses budget and operate within.

PERSONAL PROFILE

I am highly energetic, responsible and practical. I have a strong work ethic with positive attitude, an active team player, and Creative approach.

INTERESTS AND HOBBIES

Listening to Music, Reading, Writing Articles, photography. Account Management, Clerical, Customer Care, Marketing, Teaching, Articles, Creative, Data Entry, Network Marketing

Place : Chennai