**GAYATHRI SHENOY**

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**Seeking assignments in Management domain with growth oriented organization of repute.**

**ABRIDGEMENT**

* Currently associated with **Gurukripa Central School** in the admin department since last 2 yrs .
* Having around 24 months of experience in **Naish college** , Bangalore as **Administrative officer** in management domain.
* Having around 16 months of total experience as a Operational Manager for **Nalapad Residency**.
* Having around 12 months work experience as a computer operator as well as accounts assistant for **S.V.W College.**
* Having experience of 12 months in **Relisis Call Centre** as an admin hr in Mangalore.
* Experienced as an admin hr in **Rich Solutions** in Bangalore.
* An effective communicator with excellent interpersonal & relationship building skills.
* Strong analytical, problem solving & organizational abilities.

**EXPERIENCE**

**Roles and Responsibility involved:**

* Responsible for understanding and gathering business requirements.
* Supporting management team to implement excellent technology solutions to meet those needs.
* Analysis and Documentation of the functional and business requirements
* Passing on the requirements to the development Team
* Obtaining clarifications related to both technical and functional issues.
* Manage Progress meetings with staff .
* Preparation of training materials and communication flow for the management staffs
* Coordination with other groups across business units.
* Periodic status reporting and hands-on project guidance to ensure completion of assigned projects on schedule
* Recruitment, salary slips, voucher entries, cheque issues & record maintenance .

**ACADEMIC CREDENTIALS**

2008 MA(2nd year cont..) Bhuvanendra college, Bangalore University

1994 BA Bhuvanendra college, MangaloreUniversity,

1991 XII S.V.T.Girls college, Karkala, State Board

1988 X S.V.T Girls College, Karkala, State Board

**Skills**

* Finishing the given task intact & in time .
* Have experience in doing excellent documentation on business requirements.
* Experience in working with various tools .
* Have initial experience on Project Management, Business Analysis .
* Working knowledge of MS-Office,
* Have a sound knowledge about UCMAS Abacus.

**Languages Known**

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|  |  |  |  |
| English |  |  |  |
| Hindi  Kannada  Konkani  Tamil  Tulu |  |  |  |

**Hobbies**

Listening to music, playing chess, shuttle badminton, gardening, cooking, playing with kids and chatting with friends.

**PERSONAL DOSSIER**

Date of Birth : 28/10/1971

Address : Nandashree , A. S. Road, Karkala - 574104

Marital status : Married

Nationality : Indian

Religion : Hindu