Ramalakshmi M R

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# Profile

I am an enthusiastic individual with a strong curiosity for learning and acquiring new skills. I seek opportunities where I can implement my knowledge and continuously upgrade my skill set. I am sincere, adaptive to my environment, and aspire to contribute meaningfully to the growth of the organization.

# Languages Known

• English  
• Tamil

# Work Experience

**Transport In-Charge and Housekeeping Supervisor**Maharishi Vidya Mandir School, Kovilambakkam | April 2022 – Present

* • Work allocation and attendance register maintenance

**Transport Admin**Zion Matric Hr Sec School, Selaiyur | April 2016 – April 2022

* • Vehicle allocation and trip sheet preparation
* • Coordinate with vehicle maintenance in-charge
* • Diesel filing and staff service register maintenance
* • Staff attendance, RTO process follow-up, and insurance renewal

**Transport In-Charge / Stores & Hostel Mess In-Charge**GKM College, Perungalathur | April 2015 – March 2016

* • Vehicle allocation and trip sheet preparation
* • Diesel filing data maintenance
* • Purchase, stock maintenance, and stationary issue

**Accounts Executive**Shriram Fortune Solution Ltd, Chennai | September 2011 – November 2013

* • Generating vehicle insurance policies

**Junior Executive**Shriram Transport Finance Co. Ltd, Tambaram | July 2008 – August 2011

* • Organizational audits and audit reporting
* • Travel insurance claim processing
* • Business process analysis and improvement
* • Data analysis planning

# Key Skills

* • Budget Management
* • Communication and Coordination
* • Analysis and Planning
* • Time Management
* • Analytical Thinking
* • Audit and Reporting

# Certifications

* • Advanced Diploma in Computer Programming
* • Certificate in Computing (CIC) from I.G.N.O University

# Education

**Masters of Arts - Economics**S.T. Hindu College, Nagercoil | 2000

**Bachelors of Arts - Economics**Women’s Christian College, Nagercoil | 1998