

M. Nandhini Prabha MBA
(HR & Marketing)
nandhinisri1st@gmail.com

OBJECTIVE

To be honest and creative towards improvement of company and myself too.
Keen to work hard for innovative jobs.

ACADEMIC QUALIFICATION

- 2006 – 2007 (10th) - T.V.S. Higher Secondary School, Madurai (82%)
- 2008 – 2009 (12th) - T.V.S. Higher Secondary School, Madurai (77.5%)

PROFESSIONAL QUALIFICATION

- 2009 – 2012 (BCA) - Fatima College, Madurai (74.1%)
- 2012 - 2014 (MBA) - Nehru Institute of Technology, Coimbatore (7.86 Percentile)

SPECIALIZATION

- Cold Calling
- Handled B2B and B2C
- Good Communication
- Good Knowledge in Sales
- Flexibility in Work
- Aggressive in Target Achievement
- Typewriting Course in English Junior First Class with Distinction.
- Proficient in: Microsoft (word, Power point, Excel)
- Meetings scheduling and Fixing Appointment for MD.

AREA OF INTEREST

- Human Resource.
- Marketing.

Contact No:

+91 8248017612

PERSONAL DATA

Husband's Name:

Mr. M.Vignesh

Permanent Address:

218 A/3 Jeeva Nagar
2nd Street,
Jaihindpuram,
Madurai – 11.

Date of Birth:

20.04.1992.

Marital

Status : Married

Nationality : Indian

Languages Known:

English

Tamil

Strengths

- Leadership Qualities
- Adaptable person
- Good learner
- Good Decision Maker
- Hard Worker

PROJECTS UNDERTAKEN

- HR Project on the topic Relationship between Work Stress and Technology in IDBI Federal Life Insurance co. Ltd., Coimbatore
- Marketing Project on the topic Comparative Study on Exclusive Brands of Shoppers Stop and International Brands with special reference to Coimbatore Branch.

WORK EXPERIENCE

- Worked in Shoppers Stop Limited at Coimbatore as a Fashion Assistant.

Job Description: Dealing with customers and fulfilling their needs as per their expectations and guiding them if they had an ambiguous in product selection.

Years of Experience : 1 Year.

- Worked in Adinn Advertising Services at Madurai as a Client Service.

Job Description: Dealing with clients for support & Rectification in on – going projects and daily updates & Follow - up. Being an Intermediate person between the Clients and Organization.

Years of Experience: 1 Year.

- Worked in BankBazaar.Com at Chennai as a Customer Relationship Officer.

Job Description: Explaining Mutual Fund Schemes & Making them to invest in it. National Institute of Securities Market (NISM) Certified.

Years of Experience: 1.4Years

- Worked in Bhima Jewelry as a HR Executive and MD's Personal Assistant.

Job Description : Handling Team Meetings, Assigning Task to respective section people, Minutes of Meeting, Scheduling MD's meeting, Daily Report Sharing, Handling Entry and Exit Sessions for candidates.

Years of Experiance : 9 months

DECLARATION

All the particulars and information are stated above are true of my knowledge and belief.

Date:

Place: Madurai.

(M.Nandhini Prabha)