**CURRICULAM VITAE**

Ms.Vardhini.N

No.4/195, Thangavel Street

N.G.G.O Colony

Coimbatore- 641 022

8148220203/ 8248304663

**Email**: nandunandhini2005@gmail.com

**Asset:**

* Comprehensive Problem Solving Abilities.
* Capable to communicate in five Languages.
* Flexible, open to ideas and willing to learn.
* Communication, Coordination and analysis skills.
* Love To Perform Assignment As A Group.

**Work experience:**

**Velan Kaappi :** Feb 2017 to till date

**Designation:** HR & Operational Manager

* Appointing and coach employees on a regular basis.
* Managing large teams of staff from different disciplines.
* Paperwork & orientation.
* Training management system.
* Performance management system.
* Compensation.
* Taking full responsibility for the day to day running of all outlets.
* Improving the operational system, process, and policies to support the organization’s mission.
* Identifying and managing risks and dependencies.
* Oversee financial management, system and control.
* Continuously measure and evaluate the departmental goals and all outlet processes.
* Writing up reports, presentations and also minutes of meetings.
* Setting and achieving operational goals.
* Identifying business risks and opportunities through the analysis of information and results.

**ABC Agro & Food Machine (I) Pvt Ltd –** January 2016 to 2017

**Designation:** Head of the Deportment (HR, Branding, Sales & Service)

**Job Role:**

* Appointing and coach employees on a regular basis.
* Managing large teams of staff from different disciplines.
* Paperwork & orientation.
* Training management system
* Performance management system
* Ensure that messages are supportive of and Consistent with marketing strategies.
* Coordinate flow of information and communication and disseminate it according to plan/strategy.
* Work with managing director and business units to determine event budget and manage expenses to the budget.
* Interface with customers and sales representatives to handle both pre-sales and post-sales service functions.
* Provide outstanding customer service to improve customer satisfaction and relationship.
* Handle the team resolve customer complaints/inquiries via mail or phone in a timely and accurate manner.
* Assist in product purchasing and order fulfillment activities such as taking orders giving pricing information, determining appropriate shipping methods, routes and rates, etc.

**Network Clothing Company Pvt Ltd (NCC) –**April - 2012 to April -2014. **(**Twin Birds Leggings)

**Salona Cotspin limited –** April – 2014 to January 2016. (Newrie Leggings)

**Designation:** Branding/Admin Manager – Coimbatore.

**Job Role:**

* Screening and short listing marketing department candidates to place different states.
* Taking full responsibility for the day to day running of all outlets.(AP, Karnataka & Telangana,)
* Ecommerce sales deportment head.
* Strategic planning and budget planning for advertisement like Newspaper & Magazine advertisement.
* Able to manage negotiations to a successful conclusion.
* Dealing with the suppliers for retails shop branding & outdoor. branding(Road shows- Van Promotions, Handout printing, Hoardings and Posters)
* Coordinating & Manage with various media and advertising companies for release of advertisement.
* Managing Andhra Pradesh and Karnataka Retail shops entire detailed database.

**Hindustan InfoTech recruitment company (Chennai)** 2005-2011

**Designation:** Admin officer

**Job Role:**

* Conducting personal Interviews for the candidates.
* Arranging technical interviews from reputed concerns.
* Brand developing activities.
* Office administrating (Staff, Accounts)

**Educational Qualifications:**

* May 2002 (60%): PG M.A in English from Bangalore University.
* May 2000(55.4%): UG B.A in HEP from Bangalore University.
* April 1997(77%): DCT Diploma in Computer Science Technology.
* April 1995(55%): S.S.L.C from Karnataka Board.

**Software Known**: Ms-office, Coral draw.

**Linguistic skill:** Kannada, English, Hindi, Tamil and Telugu (R/W/S)

**Personal details:**

Father Name: Nagarajaiah.P

Date of birth: 13.09.1980

Sex : Female

Nationality : Indian

Marital Status: Married

**DECLARATION**

I, Vardhini, hereby assure you that information furnished above is true to the best of my knowledge and belief.

Place: Coimbatore Yours Faithfully

Date: