## **SALINI.R +91-9884560811, 8939740811**

## [**Salini.rn@gmail.com**](mailto:Salini.rn@gmail.com)

OBJECTIVE:

To seek a dynamic career in an esteemed organization which provides ample opportunities for professional development and exposure to new technologies

Work Experience

1. Employer : Hewlett-Packard Inc., Chennai

Designation : Process Associate

Tenure : 10th Dec 2014 –Present

**Roles and Responsibility:**

* ERP-Tracking and servicing the Production Data base of HP Printer leased to various clients.

Tool Used- ACDC (Account Centre Data Centre-Internal Tool), RMMC (Remote Monitoring Management Console), ASM (Automated Supplies Management), Service Portal.

1. Employer : Waaree Energies Limited, Chennai

Designation : Engineer

Tenure : 25th Mar 2013 –28th Feb 2014

**Roles and Responsibility:**

* One year of experience in various areas of Solar Power like KW, MW and Solar Products
* Preparing Performa invoice, quotation for above projects
* Order and payment follow-up on Daily basis

1. Employer : Chola MS Risk Services Limited, Chennai

Designation : Consultant

Tenure : 01st Dec 2011 – 30th Nov 2012

**Roles and Responsibility:**

* One year of experience in various areas of Electrical Safety Audit, Thermography and Lightning Risk Assessment
* Standards Used: CEA Regulation, NFPA 70, 70E, 70B & 780 and IS 3043, IS 2309, IEC 62305.

Certifications:

* Completed Manual Software Testing certification in Q-Spiders Software Testing Training Institute
* Completed AUTOCAD Electrical 2014 Certification in CADD Centre, Nungambakkam.

Key skills:

* Excellent Analytical, Problem solving and Communication skills
* High concentration levels and good listening skills
* Ability to work under stringent deadlines
* Good Team player

Technical Skills:

* Programming Languages : Basics of C and C++
* Operating Systems : Windows XP, Windows 7

Graduation Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Year of Completion** | **% of Marks** |
| MBA in Power Management | University of Petroleum and Energy Studies, Dehradun | 2019 | **-** |
| PG Diploma in Electrical System Design | Dimensional Academy of Engineering | 2013 | 8.60 GPA |
| B.E( Electrical and Electronics Engineering) | S.K.R Engineering College, Anna University | 2011 | 70.00 |

Personal Details:

|  |  |  |
| --- | --- | --- |
| Date of Birth |  | 7 14th July, 1990 |
| Age |  | 26 |
| Sex |  | Female |
| Nationality |  | Indian |
| Marital Status |  | Single |
| Father’s Name |  | K.Rangakumar (Late) |
| Mother’s Name |  | I.Nandini |
| Mother Tongue |  | Tamil |
| Languages |  | Tamil, English |
| Address |  | No. 127, B-Block, 302, 3rd Floor, Sri Panchali Amman Kovil Street, Arumbakkam, Chennai- 600106. |
| Passport Details & Expiry Date |  | Z2634252, 23rd July 2023. |

Declaration:

I, Salini.R solemnly declare that the above details furnished by me are true to the best of my knowledge.

Place: Chennai Date: (SALINI.R)