CURRICULUM VITAE

**SUDHA HAREKRISHNA**

G2, Door No. 41B, Plot No. 34, Aishwarya Apartments,

SBI Colony 1st Cross Street, Nanganallur,

Chennai – 600061.

Mobile no.: 9611999573

Email ID: sudhaharekrishna@gmail.com

**OBJECTIVE :-**

To be a core Member of an organisation which believes in teamwork to achieve the desired goals with complete professionalism and dedication with an essential human touch.

**KEY SKILLS & ATTRIBUTES :-**

• Interact with ease, with people at all levels.

• A high mental stability to mantain composure under stress

• Dependable & Reliable

• Source of inspiration to others

• Explore possibilities if innovation & change.

**EDUCATIONAL QUALIFICATIONS:-** B. A. (Corporate Secretaryship)

[ June 1998 - May 2001 ] SDNB Vaishnav College for Women (Chennai, Tamilnadu)

**PROFESSIONAL SKILLS :-**

|  |  |
| --- | --- |
| Operating Systems | WindowsXP, Windows 98 |
| Languages | HTML |
| Accounting Packages | TALLY |

**WORKING EXPERIENCE :-**

1) YEAR : 2002 - 2004 ; ELECTRO STEEL CASTING

Designation: **Intern**

* Analyzed the company's financial dealings.
* Suggested improvements to the company's financial status / welfare.

2) YEAR: 2004 - 2006 AUTOMOTIVE ANCILLARY SERVICES PVT. LTD

Designation: **Customer Support Executive**

* Handled all the incoming calls to the company.
* Handled accounts in clerical section.
* Handled most of the administrative tasks.

3) YEAR: 2006; UPDATED SERVICES PVT LTD

Designation: **Front Office Executive**

* Handled all the incoming calls to the company.
* Handled accounts in clerical section.
* Handled most of the administrative tasks.Worked as an intern in Electro Steel Casting.

4) YEAR: 2015 - April 2017; **SRI CHAITANYA TECHNO SCHOOL, JP NAGAR BRANCH, BANGALORE**

Designation: **DTP OPERATOR**

* Handling all the administrative task from Admin to High school related details.

5) YEAR: May 2017 Till Date: **SRI CHAITANYA TECHNO SCHOOL, KEELKATTALAI BRANCH, CHENNAI**

Designation: **DTP Operator**

* Handling all the administrative task from Admin to High school related details
* Maintaining the admission details of all the students.
* Entering marks of all the students of Primary & High School in online of the school online id.

Languages:- English, Hindi, Tamil, Kannada (Spoken), Telugu (Spoken)

Hobbies:- Social service, Listening to Music, Gardening

**PERSONAL PROFILE :-**

Date Of Birth :- May 15th, 1981

Age:- 35 years

Marital Status :- Married

No. of children:- 1 son

Husband's name :- Harekrishna S. V.

Religion:- Hindu

Nationality :- Indian

**DECLARATION :-**

I hereby declare that the above mentioned details are true to the best of my Knowledge & Belief.

Place : Chennai Sudha Harekrishna

Date : Signature of the applicant