**RESUME OF LAKSHMI**

**Professional Summary**

To fulfill the expectations of the organization with innovative and hardworking skills to grow with the organization in a healthy and trustworthy environment and strive for a mutually enriching fruitful and lasting relationship with the organization.

**QUALIFICATIONS:**

Educational : B A (History), (M A) B.Ed.

Technical : Diploma in MS-Office (Word, Excel and Power Point)

Mother Tongue : Telugu

Languages known : Tamil, English and Telugu

College : Ethiraj College, Chennai

Awards : School Topper in History, Geography & Sanskrit.

**TEACHING EXPERIENCE :**

**From June 2006 to March 2013 (6 Years and 6 months)**

* **Worked in DAV School (CBSE) as Primary Teacher**
* **Working as a Primary Teacher (Social Science Dept) at Global School-CBSE from April 2013 (Handling classes from IV to VIII)**
* **Shall organize:**
* **Examinations**
* **Programmes**
* **Club Activities**
* **Conduct Meetings**
* **Presentation of the Department**

**EXPERIENCE SUMMARY:**

**September 1992 to December 1993**

Worked as a Secretary (Senior) in M/s Apollo Hospitals

**Nature of Job:**

* Office Maintenance, Stocks and Store Maintenance
* Handling Cash, Office Files.

**January 1994 to April 1997**

Worked as customer care and Front Office Executive – Cum – Cashier in M/s Fisherman’s Cove, Kovalam (Taj Group of Hotels)

**Nature of Job:**

* Operation of Fax, Telex, Xerox, Electronic Typewriter and Computer Word and Excel
* Cash Transaction (Cashier)
* Foreign Exchange
* Handling Room Reservations
* Preparing Statistical monthly reports
* Guest Relations at Reception
* Correspondence

**April 1997 to November 2001**

Worked as Front Office Executive-cum-Telemarketing Executive at M/s MPL Ford.

**April 2002 to September 2004**

Worked as a Team Leader in Franchisee of ICICI Bank, Housing Loan Division

**October 2004 to May 2005**

Worked as a Client Service Executive in OMNEX (INDIA) Pvt. Ltd.

**Nature of Job:**

* Communicating with Corporate clients
* Organizing for demo
* Preparing Sales Report
* Reporting directly to GM-Sales

**Personal Information**

**Date of Birth : 02/04/1971**

**Permanent Address : No.2, Amaravathy Street, First Floor,**

**Bharath Nagar, Adambakkam, Chennai-600 088.**

**Husband’s Name : Venkat Ravikumar.S**

**Contact No. : 9444664769**

**Email Id :** [**lakshmikumar73@yahoo.com**](mailto:lakshmikumar73@yahoo.com)