CURRICULUM VITAE

M.Umamageshwari No.4/11, M.G.R. Street, Kilpauk Garden Road, Chennai – 600010.

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# Career Objectives

I am seeking a job in Office Administration, where I can execute it with all the responsibilities to the very best of my ability with a desire to grow along with a progressive organization.

# Work Experience

Organization : Accenture Solutions Pvt., Ltd., Sholinganallur, Chennai. Duration : July 2017 - July 2020

Organization : Everest Edusys and Solutions Pvt., Ltd., Alwarpet, Chennai. Designation : Administrative Assistant

Duration : Dec 2012 – Nov 2015

Organization : Rajan Stickers, Chennai. Designation : Senior Analyst and Designer Duration : 2000 – 2012

# Key Skills and Competencies

 3+years experience in BPO (Claims)

 3+years experience in office administration and HR.

 Abilities to analyse and interpersonal skill and Multi-tasking with good concentration.

 Self-motivated with the ability to coordinate planning and managing daily office functions.

 Staff training with staff management skills and Typing and preparing the reports.

 Vendor Management and Managing internal and external communication.

 Event co-ordination, Travel management and documents maintains.

 Experience in handling cash and taking payment from members of the public.

 Good Microsoft skills in MS Word, Excel and Power Point with keyboard skills.

 Willing to learn new functions and responsibilities.

 Can work well individually or as part of a team

# Educational Profile

2009 – 2011 Master of Business Administration (Human Resources) (58%) University of Madras, Chennai-600005.

2005 – 2008 Bachelor of Computer Application (57%) University of Madras, Chennai-600005.

1998 – 1999 Higher Secondary (48%)

Corporation Girls Higher Secondary School, Aminijikarai Chennai-600029.

1996 – 1997 SSLC (55%)

Corporation Girls Higher Secondary School, Aminijikarai Chennai-600029.

# Technical Experience

* Human Resources Secretary Ship (HRSS) in SISI Govt.,
* Certification in Computer Application.
* Basic knowledge about DTP
* Good Typing Knowledge in Computer (English and Tamil)

# Special Achievements

Selected from an elite pool of people to be a part of a **three-month training and internship at RR Donnelley, Chennai.**

The program was a part of a CSR initiative for orthopedically challenged people and comprised full time training in language, communication and technical skills. Participants were, subsequently, placed within RRD teams for live training and application of skills gained.

# Personal profile

I am an open-minded, friendly and resourceful project leader with a sound and optimistic outlook on all things in life. I posses an excellent ability to motivate others, coupled with the ability to communicate comfortably at all levels, therefore ensuring an excellent working environment for all members of the team to perform at their bests.

Father’s Name : R. Mani

Nationality : Indian

Date of Birth : 05.05.1981

Sex : Female

Marital Status : Single

Physical Fitness : Orthopedically challenged (Using Electric Wheel Chair) Known Languages : Tamil & English

# Declaration

I assure that all the details furnished above are true to the best of my knowledge.

Date:

Place: Chennai

**(M.UMAMAGESHWARI)**