

**PERSONAL INFORMATION**

**Address** : 1092/305, 18<sup>th</sup> Floor, N S Tower, Behind Central  
Bang Na, Bang Na, Bangkok, 10260  
Thailand.

**Telephone Nos.** : Cell: +66-92-693-0521

**Email Address** : Meghana.h@hotmail.com

**Date of Birth** : 21<sup>st</sup> July 1982

**Languages Known** : English, Marathi, Hindi, Thai Beginner

**Nationality** : Indian

**Marital Status** : Married

**Hobbies** : Reading, Swimming

**EDUCATIONAL QUALIFICATION**

Year 2003: Bachelor of Commerce from Mumbai University

**ADDITIONAL QUALIFICATION**

2003-2004: Diploma in Office Technology and Business Administration  
from Sara Beattie Institute Mumbai  
(Head Office in Hong Kong), core subjects were Business  
Organization, Customer service Skills and Advanced Business  
Communication.

2002-2003: Basic course in computers from CIMIT institute of computer  
education Andheri (w) which includes MS Word, Excel, and  
PowerPoint, and Tally 6.3

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| <b>Work Experience</b> |
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Company Name : - **India Tutorials Pvt. Ltd.**

Duration : - April 2008 to December 2008

Position : - **Asst. Manager (HR & Admin)**

Company Introduction : - It is one of the renowned training institute for Chartered Accountants & Company Secretaries.

Nature of Work : -

- 1** Handling staff salaries
- 2** Handling the administration department of all the branches
- 3** Preparing offer letters
- 4** Interview scheduling, planning and arrangements
- 5** Performing new employee joining formalities
- 6** Training the new employees along with the staff
- 7** Take the Interviews and finalize candidates for various positions
- 8** Coordinating with other branches
- 9** Counseling about the various programs
- 10** Handling students complaints
- 11** Handling enquiries and walk ins
- 12** Conducting external / internal security audits

Company Name : - **ICFAI University**  
Duration : - April 2005 to April 2008  
Position : - **Sr. Program Coordinator**  
Company Introduction : - It is one of the renowned institute for Chartered Financial Accounting in India & is the only institute which has developed & designed the Chartered Financial Analyst course.  
Nature of Work : - Working in the HR & Admin Dept. Following were the responsibilities:  
**1** Counselling about various programs like MBA, MS Finance, CFA & PG Diploma.  
**2** Arranging training classes for the corporate clients & students enrolled for various programs.  
**3** Interviewing and selecting the faculties  
**4** Fixing the rent for the venues of training classes & exam centers  
**5** Coordinating with the faculties, students and HQ  
**6** Looking after the salary of the staff and honorarium of the faculties

#### **EXTRA CURRICULAR ACTIVITIES**

1999-2004: Worked for an NGO- The Little Sisters Of The Poor Home Of The Aged, Andheri (E) that cares for old people.

#### **OBJECTIVES**

To attain recognition in Human Relations & Administration by applying blend of skills as well as management theories to achieve the benchmark in this field

Date: 16 May 2016

Place: Bangkok

(Meghana S. Hasamnis)