

CHITRA ANANDAN

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No. 65, Sathyamurthy Street,
Ramaswamy Palya,
Kammanahalli Main Road,
Bengaluru – 560 033.



CAREER OBJECTIVE – Seeking continuous growth in my career in a widely accepted challenging environment. While expanding my knowledge, experience and strengthen unending desire for excellence & self-improvement.

PROFESSIONAL EXPERIENCE –

DESIGN MY SPACE: (14th September 2017 till date) – Working as a **Business Administrator**:

- Preparation of client quotations, sales invoices, annual P & L Accounts and Balance Sheet in compliance with company policy.
- Consolidating purchase and sales invoices monthly and quarterly to be filed under GST to the company auditor.
- Addressing all the customer queries via email and call and provide the required information within the TAT.
- Preparing power point presentations and updating the social media accounts with the latest projects completed.

TEACH MY CHILD (Part Time): (8th December 2020 till 14th September 2023)

- Worked as an Online Tutor for all the subjects via Zoom KG to 7 (India).
- Worked as an Online **Cuemath** Teacher Expert with Cue Learn Private Limited. (1:1 – KG to 5 – UK & Australia)
- Region – India and International.

HEWLETT PACKARD – GLOBAL E: BUSINESS OPERATIONS PRIVATE LIMITED: (31st July 2006 Till 30th October 2009)

- Worked For A **Cost Accounting Solution** As:
 - **Financial Assistant** from 31st July 2006 Till 31st March 2008,
 - **Senior Financial Assistant** from 1st April 2008 Till 30th April 2009 and
 - **Business Process Analyst** from 1st May 2009 Till 30th October 2009.
 - **Application & Region:** SAP & BW for Data Extraction & Preparation Of Reconciliations between the Sub Systems And the General Ledger for All **European & American Entities**.
 - **Attended Green Belt** Training in 2007 for Excel/Macro.
 - **Best Performer Awards:** 2007 – May & December/2008 – November, December & January.
 - **SPOT Award** for the Month of October 2007 & 2008.
 - Rated With “K” – **KEY PERFORMER** For Consecutively 2 Years On Performance.

24/7 CUSTOMER PRIVATE LIMITED:

(10th October 2005 to 17th July 2006)

- Worked as an Executive – Customer Support L1 G1.
- **Application & Region:** ORACLE for All Queries. U.S. Online Shopping Project.
- Expertise in E-mail Support – MS Word. (Customer Service)

CLI3L E-SERVICES LIMITED (ITC – INFOTECH):

(22nd April to 30th September 2005)

- Worked as a Customer Service Representative.
- **Application & Region:** IPTIS. United Kingdom Online Railways Enquiry Project.
- Expertise in Customer Service (Inbound Calls).

EDUCATIONAL QUALIFICATION –

University of Bangalore, Karnataka, India.

BACHELOR OF COMMERCE, 2005.

(Income Tax, Financial Accounting & Auditing)

COMPUTER KNOWLEDGE –

Proficiency in MS Office – Word, Excel and PowerPoint.

AutoCAD 2D – Civil and Interior Designing.

3DS Max – Civil and Interior Designing.

ADDITIONAL QUALIFICATION –

Master Of Arts in Public Administration
(University Of Madras - 2007)

PG Diploma in Management
(University Of Madras - 2007)

Typing Senior and Shorthand Junior.

CO-CURRICULUM ACTIVITIES –

Successfully Completed NCC C-Certificate
Exam with ‘B’ Grade.

Attended Two National Level NCC Camps –
CATC.

Undergone Basic Civil Defence Training.
Participated in The NAC – NASSCOM
Certification.

PERSONAL DETAILS –

Date of Birth: 15th June 1984.

Marital Status: Married.

Husband’s Name: Saravana Sundaram.

Children: 1 Daughter – Vedha. S.

Mother Tongue: Tamil.

Languages: English, Tamil, Hindi,
Kannada, Telugu & Malayalam.

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