



# Akila Sugumar

📍 18, Palani Krishna Garden, Kurumbapalayam, Coimbatore, 641107

📅 June 11, 1992    ✉️ akilabcomca.1992gmail.com    📞 9894954440

To learn and function effectively in an organization and to constantly upgrade my knowledge and skills and make difference in whatever i do. Looking for an organization, where I can learn new skills and grow professionally in the given role by working towards the organizational goal with my best of the ability through being resourceful, innovative and flexible.

## WORK EXPERIENCE

### State Bank of India's Customer Service Point

(July 05, 2014 - March 30, 2016)

Office Admin

Worked with roles and responsibilities of Customer Executive as making the customer satisfaction in order to making money transfer and all the activities related to that and Admin as whole function of the office.

### Muthoot Finance

(May 01, 2016 - June 30, 2017)

Business Executive

As a Business Executive handled all the function carried out in Muthoot finance.

## INTERNSHIP

### HR Intern

(January 02, 2012 - February 29, 2012)

Jeyam Automotives Pvt Ltd, Coimbatore

Maintaining and updating employee files and records. Assisting in resolving employee queries and concerns. Participating in employee engagement activities and surveys. Collecting and summarizing feedback from employees.

### HR Intern

(April 01, 2013 - May 31, 2013)

G-Plast Pvt Ltd, Coimbatore

Assisting with payroll processing tasks. Verifying timesheets and payroll-related data. Addressing payroll inquiries from employees. Providing general administrative support to the HR department.

## EDUCATION

### Sri Krishna College of Technology

(October 08, 2012 - June 05, 2014)

MBA, Human Resource & Finance

### PSGR Krishnammal College of Women

(July 06, 2009 - May 11, 2012)

B.Com , Computer Application

## CERTIFICATIONS

### Human Resource Management

Bharathiar University

Completed certificate level Diploma and advanced diploma course in Human Resource Management

### Lower Level Typewriting

Government

Have Completed Computer Type Writing Course and cleared Examination with Distinction

### D'Light Training program

Vertical Eye

A Program which trains about Placement Related things

## PROJECTS

### Finance Project

Research Project

Project undergone in Sharewealth Securities (P) Ltd on topic " A study on Performance of sectorial companies in Indian Stock Market"

## PERSONAL DETAILS

Husband Name - Sugumar M

Nationality - Indian

Languages Known - English, Tamil

## AWARDS

### Best Management Event

SREE SARASWATHI THYAGARAJA COLLEGE, POLLACHI

A Inter College Cultural Event, Which comprises of all the Events related to Organizing skills, Management skills. Secured Overall Second Place in that.

## SKILLS

MS Office Suite (Word, Excel)

Corel Draw

## DECLARATION

I hereby declare that all the above Information provided are true and complete to the best of my knowledge