



N varalakshmi

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☎ 7397236711

📍 No 19/17, East Mada Street, Little kanchipuram

⚙ Skills

Good Communication skill

👍 Field of Interest

Interested in Research and Sports



Objective

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.



Academic Details

Sri Krishna Engineering College (Anna University)

MBA (Human Resources), 7.5, 2018

Vidhya Sagar Women's College (Madras University)

B.Sc (Computer Science), 80%, 2016

SSKV Matriculation Higher Secondary School

HSC, 75%, 2010

Zion Matriculation Higher Secondary School

SSLC, 80%, 2008

IFMR

Certificate Program in Social Entrepreneurship , 75%, 2018



Work Experience

Apollo groups (Educational wing)

Admin -Coordinator, Feb 2019 - Jun 2021

Role : To Co-ordinate the Organisational functions

Belstar Investments and finance Private Limited

Branch Manager, Feb 2018 - Jan 2019

Role : To handle and monitor the financial activities of the branch

Omega IT Solutions

Admin-Trainee, May 2016 - Dec 2017

Role : To Support the administrative activities



Project Details

Business Plan On Paper bags

To eradicate the use of plastics(Hand in Hand academy for Social Entrepreneurship)

Period : 6 months Team Size: 5

Role : Student

Analysis of Labour welfare measures

To analyse the labour welfare measures of the employees provided by the Organisation (Bharat Plastic industries)

Period : 2 months Team Size: 3

Role : Student



Industrial Exposure

Industrial Visit at:

Bharath Plastic industries(Post graduation)

TATA Consultancy Services and HCL (Under graduation)

Implant Training at:

TVS -To analyse the labour welfare measures(1 month)

Belstar Investments and finance Private Limited (Internship)-To learn about the financial activities of the branch (2months)



Achievements

Won proficiency in Sports and Education



Curricular Activities

Extra-Curricular

Sports,Art and Craft



Strength

Taking everything Positive



Hobbies

Reading books,Listening to music



Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date : 11/3/2023
Place : Kanchipuram



(N varalakshmi)