**Sri Laxmi C**

**Phone :** 7760634435

**Email id :** [srilaxmichandru@gmail.com](mailto:srilaxmichandru@gmail.com)

**Career Objective -** To join a growing firm where I can learn, perform and grow myself. A challenging growth oriented position in a progressive company, where my skills are effectively utilized to improve operation and quality and quantity for organization success. Will do my best if given an opportunity.

**Educational Qualifications -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Subjects** | **Year of passing & College / Institute** | **University / Board Bangalore University** | **Result / Percentage** |
| **BA** | Journalism, Psychology, English Literature | 2017, Bishop Cotton Women’s Christian College | Karnataka Pre University Education Board | Completed |
| **PUC** | Physics, Chemistry, Maths, Biology | 2014, PES PU College | Karnataka Secondary Education Borad | Second Class |
| **SSLC** | - | 2009, Prarthana Education Society | Karnataka SSLC Education Board | First Class |

**Experience –**

1. **Organization –**Affordplan (UsekiwiInfolabs Pvt Ltd )

* **End client –** Cloudnine
* **Designation -** Financial Counsellor
* **Work Duration –**Dec -2017 to Nov -2018

**Roles & Responsibilities**

* Providing financial assistance to the customers
* Enrolling and creation of plans
* Collecting KYC documents from the customers
* Collecting payments and issuing of the vouchers for the same
* Redemption of vouchers
* Coordinating with the operation department
* Collecting final bills from accounts and submitting to the operation team for any excess or refund to be paid
* Preparing MIS report for MRM meeting
* Trained many of them on board

1. **Organization – Biztech SolutionsPvt. Ltd.**

* **End client – ( L&T, IBM, E&Y, Sonata )**
* **Designation –**Junior HR
* **Work Duration –**Dec 2018 to Nov 2020

**Roles & Responsibilities**

* Sourcing candidates from Naukri and monster portals
* Daily submissions to be made
* Updating all the information driven from the candidate to the tracker and sharing it with client
* Following up with the candidates
* Preparing daily report
* Coordinating between the Candidate and Senior HR
* Worked on Full stack developer, Big data, Java Developer, Ui developer, Sap Fico, Sap Co, SAP ABAP, SAP FI, SAP COPA, SAP Basis, SAP Fiori, SAP S4 Hana, Dynamic CRM 365.

1. **Organization – Optimum Infosystems**

* **End client – ( Shell, Walmart, Standard chartered bank )**
* **Designation –** Associate consultant
* **Work Duration –**April 2021 to Oct 2021

**Roles & Responsibilities**

* Sourcing candidates from Naukri, monster, indeed portals
* Daily submissions to be made
* Updating all the information driven from the candidate to the tracker and sharing it with client
* Following up with the candidates
* Preparing daily report
* Coordinating between the Candidate and Senior HR
* Scheduling interviews with the candidates
* Worked on Full stack developer, Big data, Java Developer, Ui developer, Devops, cloud computing, machine learning, Javascript, python, spark, C++, Full stack developer, .Net developer.

**DECLARATION**

I here by declare that the above information is true to the best of my knowledge and ability.

**Place : Bengaluru (SRI LAXMI. C)**

**Date :**