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RESUME

**SHIVSHANKARI**

**Contact No:** 7760885805

**E-mail**: itzshivshankari@gmail.com

| Objective |
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: include continuing to grow in leadership and knowledge excels Innovative technology application, interact and share with team members and colleagues

And develop world class solutions to real world challenges .Aspiration to work in a reputed concern. Contribute profitably to the company. Learn to enhance my expertise.

| **Education** |
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| **Sr No.** | **Board/University** | **Degree/Course** | **Year of Passing** | **Percentage** |
| --- | --- | --- | --- | --- |
| **1** | **Pune University** | **FYBBA** | **2011** | **76%** |
| **2** | **CBSE (KV No 1 Dehuroad)** | **HSE** | **2006-07** | **69%** |
| **3** | **CBSE(KV No 2 Dehuroad)** | **SSC** | **2004-05** | **65%** |

| Skill Set |
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| **3** | **MKCL** | **MSCIT** | **2007** | **74%** |
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| **Work Experience** |
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**QUADRON BUSINESS PARK PVT LTD (15-Feb-2014 to 1-July-2015)**

**Associate  Front desk & Admin**

Front desk management

Stationary procurement

Administrative in charge of the office.

Attendance and Payroll management

Provides administrative support to supervisor in areas such as maintaining supervisors calendar and maintaining record-keeping systems

Performs and coordinates office operations such as office moves, meetings, conferences, workshops, convocations and special events;

Maintains keys and key log for department.

**[PAGEPOINT SERVICES (I) PVT LTD]**  **(2-Aug-2008  1 May-2010)**

**Process Trainer.**

To Train a team of 30-35 members.

Refresher training for the floor once in a week

Attaining daily, weekly and monthly targets specified by the process in terms of certification

Conveying the client requirements to the team with regards to the process

Conducting team briefings

Refresher Training to Non Performers on daily basis.

Monitoring calls & giving Quality feedback to the Floor agents.

Providing the feedback to the process Clients & Operations at the end of the day.

| Strengths |
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Communication Skill, Soft spoken, willing to opt for new

Opportunities

| Personal Details |
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Date of Birth : 2 Aug-1989

Gender : Female

Marital Status : Married

Phone No : 7760885805

Area of interest : Leading a Team

Languages Known : Hindi, English, Tamil and Marathi.

Assets : Enthusiasm and Commitment towards Tasks

Entrusted. Zeal to grow towards a better Personality

| Declaration |
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I hereby declare that all the above informations given by me

are true to the best of my knowledge.

In case if I am selected I will assure you that I will fulfil the expectation of your Institution.

Place: Bangalore Shivshankari

Date: \_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)