Sangeetha.S.M  
No.42, 4th main 4th cross

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Bangalore -560072

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**CAREER PROFILE:~**

To work in a challenging job environment that utilizes my skills and abilities and offers ample learning opportunities.

**Communication -** Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.  
  
**Problem solving** - Resolves in-depth queries in a methodical manner independently to find appropriate resolutions, efficiencies and high level of quality.

**Team Player -** Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.   
Planning and organizing - Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

**EDUCATION:~**

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| **Course Name**  **Board of Education**  MBA- Human Resource & Finance  Bangalore University |

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| **Course Name**  **Board of Education**  Bachelors of Commerce  Gulbarga University |

**SKILLS :**  MS-Office, PowerPoint, C,C++

**Project work**: Project was based on Organization Structure and Talent management of Starmark Software. pvt.ltd Bangalore

**Personal assets:**

\* Is an effective team member.  
\* Is able to maintain excellent people relationship.  
\* Working hard and result oriented.  
\* Eager to learn fast on and off the job.

\* Optimist, self confident

**Personal Details:**

Date of Birth : 26 / 12 / 1983

Gender : Female

Marital Status : Married

Nationality : Indian

Languages : English, Hindi & Kannada

Hobbies : Listening music & playing chess, carom.

Assets : Hardworking, Duty mind, optimist, self confident.

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Date : 13\10\12  
Place : Bangalore**

**(SANGEETHA.S.M )**