**CURRICULUM VITAE**

**Vanitha C**

**monikavanitha3@gmail.com**

**Mob : +91 7892021321**

**Career Objective:**

To work in creative and challenging environment using best of my skills and learn constantly to solve problems and work hard to meet personal & organization goals.

**Academic Qualifications:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Course** | | **University** | **College/university** | **Year** | | **Percentage** |
| **B B M**  **(finance)** | | Tumkur University | University college of arts and commerce, Tumkur | 2015 | | 70.64% |
| **Pre-University Education** | | Pre university education Board | Bishop sargant P U college, Tumkur | 2012 | | 80.16% |
| **S S L C** | | Karnataka secondary education | St Mary’s G H School, Tumkur. | | 2010 | 73.12% |
|  | | | | | | |

**Professional Experience:**

* Worked at Sai hero two wheeler showroom as back office executive for 12 months from 1st Sept 2015 to 31st Aug 2016
* Worked at Podar International school as Front office executive from Sep 2016 to 15th Nov 2017
* Worked at Bricks and milestones as front office executive cum admin from Sep 2018 to November 2019.

**Role and responsibilities:**

* To answer the queries of the visitor and supply required information.
* Attending and transferring the call to the relevant department.
* Receive and re-direct all incoming correspondence including couriers, vendor’s bills etc.
* Supervise housekeeping and securities operations.
* Arranging meeting, conference and fixing the appointment.
* Maintenance of attendance register and employee details.
* To Line up candidates for an interview, verifying the documents.
* Maintaining the files and documents.
* Preparing invoices , checking mails and reverting back.

**Computer Knowledge**:

* Computer fundamentals
* Tally ERP 9

**Achievements :**

Participated in Inter College Management meet.

**Strengths:**

Flexible in learning new technologies.

Hard Working.

Dedication to Work.

Quick learner.

Team Worker.

**Personal Details:**

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| Name | Vanitha C |
| Fathers Name | Chandrashekar |
| Gender | Female |
| Marital status | Married |
| Nationality | Indian |
| Date of Birth | 25/09/1994 |
| Languages Known | English, Kannada, and Tamil |
| Present Address | Begur road, Bommanahalli, Bangalore. |

**Declaration:**

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

# Place : Bangalore

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# Date :

# (Vanitha C)