






Address: #1013, 10th cross,   
6<sup>th</sup> Main, Agrahara Layout,  
Yelahanka , Bengaluru-  
560073, Karnataka, India  
+917411199590 

Chaithrajairam24@gmail.com 

# CHAITHRA

## Objectives

A Creative, self-motivated individual seeking a challenging position in an organization that gives opportunity to boost my talent and in turn contribute to the society.

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## Skills

- Good Interpersonal Skills
- Result oriented self-confident, smart and focused with high integrity.
- Good listener

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## Education

**Bachelor of Commerce /GITAM University**

Pursuing II Year

**2011**

**Bachelor of Arts (III year Incomplete) / Bangalore University, HKES College.**

**2006**

**II PUC / Department of Pre-University Education**

First Class

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## Software Skills

**Windows** : MS Office, Tally

## Experience

Present -07/2018

**Administrative Assistant / Motion Institute of Management Studies**

Counseling, Telemarketing, Faculties schedule arrangements, Generating student's fees receipts, Students & Faculties attendance, Notice Preparing, Sending emails and Maintenance etc.

Dates From -05/2016 to 07/2018

**Receptionist , National & International Admissions Counselor / Acharya Institutes**

Assist student with admissions paperwork, Preparing offer letters, Admission letters for foreign students & sending through emails, Airport pick arrangements, Foreign students FRRO formalities, Documents Collection, Handling reception in admission season, etc.

Dates From -04/2016 to 04/2017

**Front Office Executive / Shathayu Ayurveda**

Booking Slots, Billing, Cash deposit, Marketing, Apartment campaign and Package conversion.

Dates From -01/2015 to 03/2016

**Receptionist Cum Patient Care Associate / Agarwal's Eye Hospital.**

Handled reception & preparing patients case sheets, Assist to doctor, etc

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**Hobbies and Interests:** Listening to Music, Playing Bat mitten, Reading Books, Cooking, Singing.

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## Personal Details

<b>Name</b>	: Chaithra (Usha. A)
<b>Sex</b>	: Female
<b>Date of birth</b>	: 04-08-1988
<b>Husband name</b>	: Jairam M
<b>Nationality</b>	: Indian
<b>Religion</b>	: Hindu
<b>Languages known</b>	: English, Kannada, Hindi and Telugu
<b>Permanent Address</b>	: No.1013, 10 <sup>th</sup> Cross, 6 <sup>th</sup> cross, Agrahara Layout, Near Harihara Temple, Yelahanka, Bengalure – 560 064
<b>Mobile</b>	: +917411199590 / +917338017811