

VIJAYALAKSHMI

Ph : 9940654342

Email : vettrithirumagal@gmail.com

OBJECTIVE:

Being an enthusiast to work in a team and acquiring good communication skills accompanied with fluency in the English Language, I wish to join your esteemed organization.

PROFILE SUMMARY :

- Overall Experience 3.5 yrs
- Front Office & Admin Experience 2.5 yrs
- Good In English Communication Skills

WORK PROFILE :

TCS (TAT A Consul tancy Service s) Apri l ' 15 to Apri l ' 16 -18k

- *"Process Associate"*
- Australian Project – Telstra
- Chennai One (Thoraipakkam) TCS.
- Campus Interview recruited.
- 1 year Experience in Telecom Process
- Pay – 13 k + Shift Allowance 5 k

Sunlloyd Engineering & Construction - May '16 to April '17 - 13k

- *"Front Office cum Admin"*
- Solar Power Plant and Oil & Gas Projects
- 1 year Experience in the complete Front Office & Administration work (Office Maintenance, Basic Accounts in Tally, Handling Petty Cash around 30,000 to 50,000 per month, Issuing the Salaries and other Payment Cheques.
- Pay - 13 k

Prakash Kochar & Co Chartered Accountants - July '17 to July '18 - 16 k

- *"Front Office Executive"*
- Auditor Office & Articleship Institute
- Handling Calls & Visitors, Dispatching the Couriers, CA Software Partial Usage, Co-ordination with the complete firm (between the Management, admin team, staffs, clients, article students and the walk-in candidates with the HR department)
- Pay - 16 k

SrinSoft Technologies - May '19 to November '19

- *"Front Office Executive"*
- IT Concern
- Regular Front Office Duties along with HR & Admin Tasks such as Maintenance of Inventory & staff facilities, House Keeping & Security Payroll, Prints of Business Cards & Employee ID Cards, New Joinee Formalities & Bank A/c Opening, BGV Tracking, Document Maintenance (both Soft & Hard Copies).
- Pay - 16 k

EDUCATIONAL QUALIFICATION: (2015 *Passed Out*)

	Name of the Institution	Board of Examination	Major	Percentage Scored (%)
Graduation 2012 - 2015	Ethiraj College For Women	University Of Madras	B.A. English Literature	66
HSC 2010 - 2012	T.E.L.C. Magdalene Girls Hr. Sec. School	State Board	Ist Group (Physics, Chemistry, Maths, C.Sc.)	66.5
SSLC 2010	St. Joseph's Girls Hr. Sec. School	State Board	-	87.6

Extra-Curricular Activities: ROTARACT CLUB OF ETHIRAJ COLLEGE

OTHER INTERESTS:

- Regular contributor for the Department Scrambler and the College *Magazine* by "*writing articles*".
- Active participant of the "*Stage Events*" in the school *English Literary Associations*.
- Participant of the *awareness program* "Walk for Women" organized by THE HINDU on 8th March, 2013 in Chennai on the International Women's Day.
- Participant of the STATE LEVEL Historical Essay Competition 2007-2008 conducted by HRD & RO.
- Regular participant of the Inter School *Craft* Competitions.

TECHNICAL SKILLS:

- MS Office Tools , Tally ERP.9(Basics)
- Knowledge in the Client Softwares of Telecom Sector from TCS.
- Biometrics and Access Control Software “eSSL Security”
- Saral Tax Office

PERSONAL DETAILS:

D.O.B : 30-5-1995

Father's Name : Ravi V

Marital Status : Married

Husband's Name : Aravind Kumar

Nationality : Indian

Address : 120, Angalamman Koil Street, Choolai, Chennai - 112

DECLARATION :

I assure that the above mentioned details are true to the best of my knowledge.

Chennai

Yours faithfully,

23.12.2020

R. Vijayalakshmi Aravind Kumar