



ANITHA R

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SUMMARY

- Working as a Centre Head at SEED International school from June 2018 to till date.
- Handling Centre admissions, enquiries, fees payment, inventory tracking, petty cash control, inventory supplies, vendor management.
- 2 years of experience in managing a team of 8 teachers and 6 supporting staffs.
- Handling parents escalation, enquiries as part of people management.
- Ability to acheive annual targeted admissions.
- Worked at L&T infotech as software engineer from july 2011 to july 2013.
- worked for the client freescale semiconductor, phoenix, USA.
- worked for Supply Chain Management team.
- Was working as a volunteer associate for early intervention programme for child development at new york, USA.

PERSONAL SKILLS

- Active leadership skills.
- Good at people management
- Optimistic approach over a crisis
- Willingness to learn and mulititask.

EDUCATION

- **SRM valliammai Engineering college**
2007 - 2011
B.Tech (IT)
89%
- **New prince matriculation higher secondary school**
2007
HSC
90%
- **New prince matriculation higher secondary school**
2005
SSLC
92%

EXPERIENCE

- **L&T Infotech**
july 2011 - july 2013
Software Engineer

- **SEED International School**
june 2018 - till date
Centre Head

COMPUTER PROFICIENCY

- Technologies: oracle, JAVA, SAP
Packages: MS Office, EXCEL, spreadsheets, wordprocessor

PERSONAL DETAILS

- Date of Birth : 2/9/1989
- Nationality : Indian

DECLARATION

- I hereby declare all the information provided are true to my knowledge



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