

## **B Hemalatha**

No.22, Sengalliyappan Nagar, Ranganathapuram, Sulur Post, Coimbatore – 641 402

**Mobile No.:**+91 98650 71100; **E-Mail:**

To be a highly competent member of a HR team in a growing organization and to work as a stimulant for the company to drive along to newer heights of success.

### **SKILL SET**

- Good Knowledge in Excel and familiar with excel formulas like Vlookup, Pivot, Sort, Filter and Conditional formatting.
- Proficiency in MS word, SAP ECC 6.0 and Windows 95/98/NT/2000/XP
- Good Typing Knowledge
- Interpersonal skills and versatile in handling different portfolios
- Good Team Player with 'Can – Do" Attitude

### **CAREER CONTOUR**

#### **Jan 2008 to Dec 2010–Kikani Exports, Kinathukadavu as Receptionist**

- Attendance Maintenance, Leave Record Maintenance, Visitor Management
- Assisting in Payroll process like monthly wages preparation, verification with Time card
- Bonus and Earned Leave Statement file maintenance and preparing final report during bonus and EL disbursement.
- Preparing payslip in Excel
- Assisting in recruitment process

#### **Jan 2013 to Oct 2013 – Pattern Shop Junior Assistant at Ultimate Alloys (P) Ltd., Sulur**

- Creating Reservation for procurement process in SAP.
- Creating Purchase Requisition in SAP.
- Production Confirmation and other Ztable Report maintenance in SAP.
- Handling Bill of Material and Routing master maintenance in SAP.

#### **Jan 2014 to May 2019 – Customer Care Executive - Jai Krishnaa Auto Sales (P) Ltd., Sulur**

#### **June 2019 to as on date – Customer Care Executive – Suryabala motors & wheels , Singanallur**

- Welcoming customers and responding to the customer queries.
- Handling of Job card opening, billings in DMS Software
- Generating Daily, Weekly and Monthly Reports [PPT, Excel]
- Follow up with customer complaints and customer complaint record maintenance and arriving performance score based on this.

### **ACADEMIA**

- MCA (Distance Education) Bharathiar University, Coimbatore in 2010
- Bachelor of Computer Science, Rathinam College of Arts and Science, Eachanri, Coimbatore in 2007.

### **IT SKILLS**

Operating Systems : MS-DOS, Windows 95/98/NT/2000/XP  
Packages : MS-Office  
ERP : SAP ECC 6.0

### **PERSONAL DOSSIER**

Date of Birth : 24<sup>th</sup> July, 1987  
Marital Status : Married  
Husband Name : Jayaprakash.R  
Languages Known : Tamil and English

Yours Sincerely,

**[B Hemalatha]**