

R.SANGEETHA

**No.5B, Anjaneyar koil Street,
Velachery Road, Litte Mount,
Saidapet, Chennai – 600 015.
Mobile – 9710102506**

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Career Objective:

To make a career in the administrative field and grow with the organization. It is in me to shoulder responsibilities and enjoy the challenges of new situations. I sincerely believe these traits should greatly assist me in making a positive and useful contribution, in proving myself and an asset to my employers/superiors.

Personal Strengths:

- **Possess a pleasing personality**
- **Possess excellent communication and interpersonal skills.**
- **Quick learner and result oriented.**
- **Hardworking, energetic and sincere.**
- **Willing to learn and well organized.**

Summary

- **SKILLED IN ADMINISTRATION, COLLECTING AND MAINTAINING DATA.**

Educational Qualification:

- **B.Com (Computer Application) - UNIVERSITY OF MADRAS [2010-2013]**

Technical Qualification:

- **Typewriting in Lower**
- **MS Office**

WORK EXPERIENCE: 1

AIR TREATMENT ENGG. PVT.LTD **(Electrical Designing)**

JOB POSITION : ADMIN ASSISTANT / BUSINESS SECRETARY
JOIN TENURE : FROM JULY 2019 TO MAY 2020

RESPONSIBILITIES:-

- Developed and updated spreadsheets and databases to track analyze and report on project basis.
- Coached new employees on administrative procedures, company policies and performance standards.
- Coordinated invoicing activities in excel.
- Interacted with vendors, contractors to receive orders, direct activities and communicate instructions.
- Maintained staff directory and company policy handbook for human resources departments.
- Arranged rapid office equipment repair and maintenance with vendors.
- Performed general office duties, including answering multi-line phone systems, routing calls, delivering messages to staffs and greeting visitors.
- Coordinated domestic travel arrangements for management and employees including booking airfare and hotel.

WORK EXPERIENCE: 2

E SOLLUTIONS CONSULTANCY PRIVATE LIMITED **(Electrical Designing & Facility Management)**

JOB POSITION : ADMIN & FRONT OFFICE
JOIN TENURE : FROM JULY 2013 TO APR 2015

RESPONSIBILITIES:-

- Maintained Attendance Register and monthly reports of Electrical maintenance staffs, Team Leaders.
- Calculated and prepared Salary list based on shifts for Electrical Maintenance staffs.
- Prepared the invoices for Electrical maintenance & Project Payments.
- Interacted with vendors, contractors to receive orders, direct activities and communicate instructions.

- Developed and updated spreadsheets and databases to track analyze and report on project basis.
- Coached new employees on administrative procedures, company policies and performance standards.
- Maintained staff directory and company policy handbook for human resources departments.
- Arranged rapid office equipment repair and maintenance with vendors.
- Performed general office duties, including answering phone systems, routing calls, delivering messages to staffs and greeting visitors.
- Coordinated domestic travel arrangements for management and employees including booking airfare and hotel.

WORK EXPERIENCE: 3

LIVING DESIGN PRIVATE LIMITED (Channel partner of Tata Teleservices Ltd)

JOB POSITION : SALES CO-ORDINATOR
JOIN TENURE : FROM May'2010 TO May'2013

RESPONSIBILITIES:-

- Maintaining all the below data in manual and computerized.
- Maintaining Attendance Registers.
- Maintaining Daily Reports of Field Sales Officers, Team Leaders on Daily Basis.
- Reporting to HO regarding status of reports of all FSO's and Team Leaders on Monthly basis.
- Preparing Sales Analysis report for every month.
- Preparing the FSO Sales counts on Daily Basis.
- Verify the application form and login for activation.
- Follow up for Product Activation and Initiation.
- Resolve the Customer queries by accessing the mail.

WORK EXPERIENCE: 4

INDOCO REMEDIES LIMITED (Company of Pharmaceuticals)

JOB POSITION : SECRETARY
JOIN TENURE : FROM JULY '2009 TO APRIL '2010

RESPONSIBILITIES:-

- Assistant for Zonal Sales Manager.
- Maintaining all the below data's in manual and computerized.
- Maintaining Attendance Registers.
- Maintaining Daily Reports of Medical Representatives, Area Business Managers, and Divisional Business Managers of South Zone on Daily Basis.
- Reporting to HO regarding status of reports of all Representatives and Managers on weekly basis.
- Maintaining Monthly Activities, Tour Programmes of Managers.

Personal details:

Husband Name	:	M. VINOTHKUMAR
E-mail ID	:	sangiamul17@gmail.com
Date of Birth	:	03.04.1992
Languages known	:	Tamil, English

Place: CHENNAI

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