

Name : R.RENUGADEVI

Age : 50 years 22.08.1970

Address for communication : No.12, C.S. Nagar, 1st cross extension
Vadavalli
Coimbatore –641 041

Contact No. : 9655736376,6379536058

E.Mail : rdrenukadevi106@gmail.com

Academic Qualification : B.Com Completed by Annamalai
University

Technical qualification : I.T. I . Instrument Mechanic trade passed
And NVTC

Additional Technical Qualification : English Type writing Higher passed,
Electronic Typewriting, fax, EPABX
MS- Word, Tally version upto 6.3, Excel,
Power point, foxpro, Internet Operations
And knowing shorthand lower level

Languages Known : Tamil (Speak, Read & Write)Fluent
English, (Speak, Read & Write)fluent.
Hindi (Speak, Read & Write)Moderate.

Work Experience :

1.Worked as Computer operator, cum Administrative Executive for 2
years at Vyas Textiles.

2. Worked as Accounts asst and show room executive, at Alagendran
Auto stores for 1 year

3. Worked as Administrator, Accounts executive, computer operator - cum Stores incharge (Inventory control) for 2 years at The Premier Engg. Co,
4. Worked as Accountant total at Vijaya Agencies for 2 years
5. Worked as Business development , administrative Manager, HR executive, Millennium HRD Consultants for 2002 to 2018 May
6. Worked as Business development , administrative Manager, HR executive, M/s. Sathyam International consulting services, Race course, Coimbatore since 2018 August to 2020 February.
7. Due to Covid'19 again Joined with Millennium HRD Consultants For short term since it is walk able(nearer to my residence).

Major Roles / Skills:

- ❖ Sourcing Non IT professional and shortlisting the CVs according to the requirements of the Company standards.
- ❖ Screening CVs as per clients' specification & directly responsible for the recruitment process.
- ❖ Recruited technical professionals for various technologies like, ERP professionals etc.
- ❖ Schedule and coordinates for Walk-in interviews.
- ❖ Knowledge of mass mailers from the Job Portals & Job Posting.
- ❖ Candidate Relationship Management & gathering feedback from HR.
- ❖ Create Candidate's Profile and updating the candidate details in the database.
- ❖ Meeting targets for a scheduled tests and Interviews.
- ❖ Following-up the offered candidates making them to join and building a rapport.

Having extensive knowledge in NON - IT Requirements and worked on verticles like Construction, Infrastructure, Engineering, Manufacturing, etc.

- . Exposed to manage multiple requirements and senior mandates.
- . Expertise in Client management, which includes building and maintaining rapport with various clients to fulfill their hiring needs.
- . Involved in Business Development activities.
- . Excellent communication, interpersonal skills and negotiation skills

SKILLS : Good Communication verbal & written
To work result oriented
Smart thinking

STRENGTH : Self Confidence
Obedience
Pleasant nature
Hard work
• Positive attitude

- Ability to grasp new concepts quickly
- Good interpersonal skills
- Win-Win approach
- Good organizing capabilities

Reason for leaving : No career growth and income is not affordable.

Declaration

I hereby declare that above said credentials are true and belief

Yours Sincerely,

(R.RENUGA DEVI)

From

R.RENUGADEVI,
25 A, Indian Bank Colony,
Jaya Nagar,
Vadavalli,
Coimbatore -41

Having come to understand that recruitment is in process in your esteemed organization for various positions. I submit my application and resume for your kind and favorable consideration.

I have completed my Commerce degree at Annamalai Unniversity,, Chidambaram. I am having more than Fifteen years experience in various sectors in Coimbatore.

I enclose here with my resume and request you to kindly offer me as a _____ in your organization and oblige. I assure you that in the event of my selection I shall discharge the responsibilities entrusted to me to the best of my superiors

Yours Sincerely,

(R.RENUGA DEVI)