

YAMINI W

Cell: +91 75501 61838

E-Mail: yamujohn040797@gmail.com

OBJECTIVE

To work in learning and challenge environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal growth as well as the growth of the organization. I am looking for a career that provides the opportunities to bring out the best in myself.

ACADEMIC QUALIFICATION

DEGREE/CERTIFICATE	INSTITUTE	UNIVERSITY/BOARD	MARKS (%)	YEAR
B.Com General	MGR Janaki College of Arts & Science for Women	University Of Madras	55%	2018
XII Std	St. Thomas's Hr. Sec. School	State Board	60.5%	2015
X Std	St. Gabriel's Hr. Sec. School	State Board	84%	2013

INTERNSHIP

- HCL TECHNOLOGIES**

DESIGNATION: Counselor-Intern (Tech-Bee)

ROLE: Counseling for students (XII Std) by directly/telephonic mode regarding course

DURATION: 15-05-2018 to 14-06-2018

WORK EXPERIENCE

- HINDUSTAN FIBRE GLASS WORK**

DESIGNATION: Deputy Manager

DURATION: Jun-2019 to Mar-2020

- YES BANK**

DESIGNATION: Virtual Relationship Manager (On-Role)

DURATION: Sept-2018 to Jun-2019

SOFTWARE KNOWN TO USE

- Tally EPR 9 (Accounting Software)
- Microsoft Office

CERTIFICATIONS

- TYPING (English) - Higher

SKILLS

- Communication
- Documentation
- Conflict management
- Performance management
- Reporting
- Adapt to the environment quickly

MY POSITIVE

- Being bold and confident
- Good in rapport building
- Flexible in working with team
- Quick learner

PERSONAL DETAILS

DATE OF BIRTH: 04-11-1997

GENDER: Female

MARTIAL STATUS: Single

LANGUAGE KNOWN: English, Tamil

NATIONALITY: Indian

DECLARATION

I hereby declare that the information furnished by me is true and correct to the best of my knowledge and belief

PLACE: Chennai

SIGNATURE

(Yamini W)