

## **RESUME OF LAKSHMI**

### **Professional Summary**

To fulfill the expectations of the organization with innovative and hardworking skills to grow with the organization in a healthy and trustworthy environment and strive for a mutually enriching fruitful and lasting relationship with the organization.

### **QUALIFICATIONS:**

Educational	:	B A (History), (M A) B.Ed.
Technical	:	Diploma in MS-Office (Word, Excel and Power Point)
Mother Tongue	:	Telugu
Languages known	:	Tamil, English and Telugu
College	:	Ethiraj College, Chennai
Awards	:	School Topper in History, Geography & Sanskrit.

### **TEACHING EXPERIENCE :**

#### **From June 2006 to March 2013 (6 Years and 6 months)**

- **Worked in DAV School (CBSE) as Primary Teacher**
- **Working as a Primary Teacher (Social Science Dept) at Global School-CBSE from April 2013 (Handling classes from IV to VIII)**
- **Shall organize:**
  - **Examinations**
  - **Programmes**
  - **Club Activities**
  - **Conduct Meetings**
  - **Presentation of the Department**

### **EXPERIENCE SUMMARY:**

#### **September 1992 to December 1993**

Worked as a Secretary (Senior) in M/s Apollo Hospitals

#### **Nature of Job:**

- Office Maintenance, Stocks and Store Maintenance
- Handling Cash, Office Files.

### **January 1994 to April 1997**

Worked as customer care and Front Office Executive – Cum – Cashier in M/s Fisherman's Cove, Kovalam (Taj Group of Hotels)

#### **Nature of Job:**

- Operation of Fax, Telex, Xerox, Electronic Typewriter and Computer Word and Excel
- Cash Transaction (Cashier)
- Foreign Exchange
- Handling Room Reservations
- Preparing Statistical monthly reports
- Guest Relations at Reception
- Correspondence

### **April 1997 to November 2001**

Worked as Front Office Executive-cum-Telemarketing Executive at M/s MPL Ford.

### **April 2002 to September 2004**

Worked as a Team Leader in Franchisee of ICICI Bank, Housing Loan Division

### **October 2004 to May 2005**

Worked as a Client Service Executive in OMNEX (INDIA) Pvt. Ltd.

#### **Nature of Job:**

- Communicating with Corporate clients
- Organizing for demo
- Preparing Sales Report
- Reporting directly to GM-Sales

### **Personal Information**

**Date of Birth** : 02/04/1971

**Permanent Address** : No.2, Amaravathy Street, First Floor,  
Bharath Nagar, Adambakkam, Chennai-600 088.

**Husband's Name** : Venkat Ravikumar.S

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