

SALINI.R

**+91-9884560811,
8939740811
Salini.rn@gmail.com**

OBJECTIVE:

To seek a dynamic career in an esteemed organization which provides ample opportunities for professional development and exposure to new technologies

Work Experience

1. Employer : Hewlett-Packard Inc., Chennai
Designation : Process Associate
Tenure : 10th Dec 2014 -Present

Roles and Responsibility:

- ERP-Tracking and servicing the Production Data base of HP Printer leased to various clients.
Tool Used- ACDC (Account Centre Data Centre-Internal Tool), RMMC (Remote Monitoring Management Console), ASM (Automated Supplies Management), Service Portal.
- 2. Employer : Waaree Energies Limited, Chennai
Designation : Engineer
Tenure : 25th Mar 2013 -28th Feb 2014

Roles and Responsibility:

- One year of experience in various areas of Solar Power like KW, MW and Solar Products
 - Preparing Performa invoice, quotation for above projects
 - Order and payment follow-up on Daily basis
3. Employer : Chola MS Risk Services Limited, Chennai
Designation : Consultant
Tenure : 01st Dec 2011 - 30th Nov 2012

Roles and Responsibility:

- One year of experience in various areas of Electrical Safety Audit, Thermography and Lightning Risk Assessment
- Standards Used: CEA Regulation, NFPA 70, 70E, 70B & 780 and IS 3043, IS 2309, IEC 62305.

Certifications:

- Completed Manual Software Testing certification in Q-Spiders Software Testing Training Institute
- Completed AUTOCAD Electrical 2014 Certification in CADD Centre, Nungambakkam.

Key skills:

- Excellent Analytical, Problem solving and Communication skills
- High concentration levels and good listening skills
- Ability to work under stringent deadlines
- Good Team player

Technical Skills:

- Programming Languages : Basics of C and C++
- Operating Systems : Windows XP, Windows 7

Graduation Details:

Course	Institution	Year of Completion	% of Marks
MBA in Power Management	University of Petroleum and Energy Studies, Dehradun	2019	-
PG Diploma in Electrical System Design	Dimensional Academy of Engineering	2013	8.60 GPA
B.E(Electrical and Electronics Engineering)	S.K.R Engineering College, Anna University	2011	70.00

Personal Details:

Date of Birth	7	14 th July, 1990
Age		26
Sex		Female
Nationality		Indian
Marital Status		Single
Father's Name		K.Rangakumar (Late)
Mother's Name		I.Nandini
Mother Tongue		Tamil
Languages		Tamil, English
Address		No. 127, B-Block, 302, 3 rd Floor, Sri Panchali Amman Kovil Street, Arumbakkam, Chennai- 600106.
Passport Details & Expiry Date		Z2634252, 23 rd July 2023.

Declaration:

I, Salini.R solemnly declare that the above details furnished by me are true to the best of my knowledge.

Place: Chennai

Date:

(SALINI.R)