

SUDHA HAREKRISHNA

G2, Door No. 41B, Plot No. 34, Aishwarya Apartments,
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Chennai – 600061.
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OBJECTIVE :-

To be a core Member of an organisation which believes in teamwork to achieve the desired goals with complete professionalism and dedication with an essential human touch.

KEY SKILLS & ATTRIBUTES :-

- Interact with ease, with people at all levels.
- A high mental stability to maintain composure under stress
- Dependable & Reliable
- Source of inspiration to others
- Explore possibilities if innovation & change.

EDUCATIONAL QUALIFICATIONS:- B. A. (Corporate Secretaryship)

[June 1998 - May 2001] SDNB Vaishnav College for Women (Chennai, Tamilnadu)

PROFESSIONAL SKILLS :-

Operating Systems	WindowsXP, Windows 98
Languages	HTML
Accounting Packages	TALLY

WORKING EXPERIENCE :-

1) YEAR : 2002 - 2004 ; ELECTRO STEEL CASTING

Designation: **Intern**

- Analyzed the company's financial dealings.
- Suggested improvements to the company's financial status / welfare.

2) YEAR: 2004 - 2006 AUTOMOTIVE ANCILLARY SERVICES PVT. LTD

Designation: **Customer Support Executive**

- Handled all the incoming calls to the company.
- Handled accounts in clerical section.

- Handled most of the administrative tasks.

3) YEAR: 2006; UPDATED SERVICES PVT LTD

Designation: **Front Office Executive**

- Handled all the incoming calls to the company.
- Handled accounts in clerical section.
- Handled most of the administrative tasks. Worked as an intern in Electro Steel Casting.

4) YEAR: 2015 - April 2017; **SRI CHAITANYA TECHNO SCHOOL, JP NAGAR BRANCH, BANGALORE**

Designation: **DTP OPERATOR**

- Handling all the administrative task from Admin to High school related details.

5) YEAR: May 2017 Till Date: **SRI CHAITANYA TECHNO SCHOOL, KEELKATTALAI BRANCH, CHENNAI**

Designation: **DTP Operator**

- Handling all the administrative task from Admin to High school related details
- Maintaining the admission details of all the students.
- Entering marks of all the students of Primary & High School in online of the school online id.

Languages:- English, Hindi, Tamil, Kannada (Spoken), Telugu (Spoken)

Hobbies:- Social service, Listening to Music, Gardening

PERSONAL PROFILE :-

Date Of Birth :- May 15th, 1981

Age:- 35 years

Marital Status :- Married

No. of children:- 1 son

Husband's name :- Harekrishna S. V.

Religion:- Hindu

Nationality :- Indian

DECLARATION :-

I hereby declare that the above mentioned details are true to the best of my Knowledge & Belief.

Place : Chennai

Sudha Harekrishna

Date :

Signature of the applicant

