

CURRICULUMVITAE



A.VARALAKSHMI

No.12, TNHB 1st Street,
Poothapedu Main Road,
Porur Chennai - 600116
Mobile No : 9445707235

Mail Id : varalakshmia1212@gmail.com

CAREER OBJECTIVE : To associate myself with an organization that provides me an Opportunity to show my Techno- Proficient skills, improve my knowledge and to be a part of the team that works dynamically towards the growth of the organization

WORKING EXPERIENCE :

I. T.I.M.E. PVT LTD: CHENNAI (2004 TO 2010)

1. Data Entry Operator Team Leader School Team:

(Enrollment Form Typing, ID Card Preparation, Attendance Entry, OMR Correction, Result Preparation, Feed Back, Course Coordinator Asst etc)

2. Schedule Asst.Schedule Prepare, School & College:

(Topic Completion Maintenance, Material Distribution etc)

3. Marketing Executive:

(Data base maintenance, Kiosk arrangement, Test Conduct, Result Declaration, Leaflet Distribution, Marketing Employee feedback collection etc, BDM, Deputy Manager and Marketing Manager Asst etc...)

4. Academic Support:

Student test conduction Parents Teachers Meeting Organizing, Score card preparation etc..

II. FIITJEE PVT LTD : CHENNAI (2010 TO 2020 MARCH 31ST)

1. Working as an MIS Executive (Data Entry Team Leader)

2. Marketing (school Visit Explain My Course Details IIT-JEE, NTSE, NCERT, SCHIENGE OLIMPIA, IIITD ETC

3. Admission Manager Support (Counseling Students, Registration, Conduct Test, OMR Validation, Mark & Scholarship Details Announcement, Enrollment Finished... Fee Collection & Update

4. Academic Support (Schedule Preparation helping, Orientation class supervising, books distribution, ID Card Distribution etc ...Team Supporting, Book Store Incharge, Course Commencement Related Activities, Test Conduction and Topic Completion, Faculty Feedback collection Etc (Nov 2009 to 2020 March)

5. Admission Incharge, Stationery, Housekeeping Items Maintenance etc....

III. SONY AUTHORIZED SERVICE CENTRE: (Chennai) JANUARY 2021 TO 2023 MARCH 31st

1. Home Service (Sony all Product Service, I maintain 12 technician, Allocated area, and Collect report. Store Incharge
2. Installation (New Sony Items Installation Arrangements
3. And Walking Customer Handle them.

EDUCATIONAL QUALIFICATION

COURSE : B.Sc. Botany (Ethiraj College)

TECHNICAL QUALIFICATION : Diploma in Computer Application (DCA)
(Prithivi Computers Centre)

ENGLISH TYPING : Lower Pass

PERSONAL DETAILS

Husband Name : P. Anandan

Date of Birth : 30.12.1978

Sex : Female

Marital Status : Married

Religion : Hindu

Nationality : Indian

I hereby declare that all the details mentioned here are true to the best of my knowledge

Date : 26.03.2023

Signature

Place : Chennai

(A.VARALAKSHMI)