

RESUME

N.Gayathri,

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Phone: 7349760098

Career Objective

Seeking an important and challenging role in an organization where .I can attract with the new people and show my abilities.

Qualifications

Course	Institution	Board/ University	Year of Completion	Percentage
Diploma (computer science)	Adhiyamaan polytechnic college (Hosur)	Periyar University	2013-2016	72%
S.S.C	Higher secondary school in Uddanapalli	S.C.C	2012-2013	75%

Personal Qualities

- *Innovative thinker and excellent leadership qualities.
- * Efficient in communicating well in writing and verbal both.
- * Positive attitude, involvement in work.
- * Hard working, good team player.
- * Has an ability to quickly adapt to new environment and learn new technologies.

1)Experience

New Macaulay English School - 2019-2020(As a Teacher)

1. 1 year of experience in school as a teacher in Mathematics, Computer, English.

Role and responsibility in school.

- * Am teaching as a teacher and participating students as extra curriculum activities.
- * Am handling parents teachers meeting.
- * handling annual day ,sports.
- * As a practicing annual day dancing ,dramas, speech, activities.
- * progress card preparation ,computer lab.

2) Experience

SBR Group Realestate company – 2021-2023 (As a HR Coordinator /Admin)

2. 2 years of experience in Realestate company (SBR GROUP) .

Role and responsibility in office

- * HR Coordinator .
- * Medical insurance Addition ,Deteion ,And Correction .
- * Monthly Attendance Reports.
- * New employee joining formalities, Resign formalities.
- * Front office excecutive, hadling clients.
- * New employees monthly account creating dicision with bank person
- * Stationary hadling ordering ,receveing.
- * Make the Relieveing documents.
- * Maintain the records of employees.
- * Present the employees performance .report I front of HR manager
- * Convey the policies and rules to the employees.

PERSONAL DETAILS:

Name : N.Gayathri

Father's Name : Narayanappa

Date of Birth : 21/4/1998

Gender : Female.

Marital Status : Married.

Nationality : Indian.

Languages known : kannada, tamil, English, Telugu and Hindi.

Hobbies : Reading books, Watching TV, Movies, Gardening.

Permenent addres : Siddanapura, Chikkathirupathi, Bangalore, Karnataka.

Declaration:

I here by declare that the above given particulars are true to the best of my knowledge and I bear the responsibility for the correctness of these particulars.

DATE: (GAYATHRI.N)

PLACE:

