

D.C Vedavathi

Sri Venkateshwara Nilaya, Muttanalluru Cross, Dommasandra,
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- ISME** 06/06/2022 - Till date
Receptionist and Admin (Facility)
 - greeting to visitors.
 - maintain a clean and tidy reception area.
 - Answer incoming telephone calls, emails, and messages and reply to or redirect them
 - Transferring calls as necessary.
 - Managing meeting room availability.
 - Managing security and telecommunications systems.
 - Maintaining safety and hygiene standards in the reception area.
 - Housekeeping staff maintenance
 - Maintain and perform minor repairs on the field equipment.
- Sunbuz Solutions** 10/02/2020 - 30/05/2022
HR Executive
 - Recognizing the manpower needs and taking them to the HR manager for approval.
 - Managing HR activities like meetings, interviews, and other schedules
 - Assisting the recruitment process by reviewing CVs and shortlisting candidates.
 - Managing the employees' data of each department.
 - Communicating with employees and resolving the quires.

Education

- Bangalore University** 2017
B.Sc in Fashion technology
Second Class
- Bangalore University** 2011
Diploma in Fashion technology
Second class
- Sardarvallbai Patel College** 2007
PUC
First Class
- Dharmasagara High School** 2005
SSLC
First class

Skills

- Good Communication skills. •Team building and Managing • MS Excel, word and. PowerPoint

Interests

- Dancing
- Reading book
- Indoor games
- Cycling

Languages

- English
- Hindi (manageable)
- Kannada
- Telugu
- Tamil(manageable)

Personal Details

- Date of Birth : 28/05/1989
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Gender : Female
- Father name : G. Chandrappa
- Mother name : D.P Sarojamma
- Husband name : N.Yathiraj

Awards

- Participated in the Inter School Badminton tournament representing my school team.
- Participated in many events at the school and college level
- Participated in many speech competitions, and quiz competitions and won awards.



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