

RESUME



No.008, A Block, Ashish Green,

Kuthaganahalli, Bangalore 562125

Email ID: meenugayu@yahoo.com.

MEENAKSHI.V

Phone No: 9380984242

CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in a field that offers security and professional growth while being resourceful, innovative and flexible.

PERSONAL SKILLS:

Sound communication skills, ability to deal with people diplomatically, willingness to learn, adaptable to varying *conditions*.

JOB PROFILE

1. Secretarial work for the Top Management of the Company
2. Administrative works
3. Coordination with people and get the reports and updates
4. Maintenance of Petty cash
5. Coordination with accounts department in making the payments to vendors.
6. Maintaining the attendance register of the staff and monitoring the leave / permission taken by them every month and update the HR department for processing the salary.
7. Preparation of Pay List for every month.
8. Looking after Air / Train Ticketing.
9. Arrangements of accommodation at outstation for officials

10. Arranging the conference room for the meetings
11. Attending the phone calls and connecting the calls to the concerned.
12. To send weekly report to the Management reg the performance of that week.
13. Attending to all the e-mails received both internal and external and sending appropriate and suitable reply

Work Experience:

Got Secretarial Experience for more than 28 years in Chennai

TVS Educational Society (2008- June 2024)

Worked as senior Secretary to the Director

Secretarial Work

Administration Work

Management of Housekeeping

Maintenance of Petty cash

Travel Arrangement

Marshal Technology Ltd. (2005- 2008)

Worked as Secretary to the MD

Secretarial Work

Administration Work

Coordination with all Departments

Newtech Corporation 2001-05

Worked as Secretary cum Office Assistant

Administration works

Assisting the Accounts Dept.

Worked as Secretary cum Accounts Assistant

Assisted the Accountant

Administration work

Secretarial work

EDUCATIONAL QUALIFICATION:

Madras University : M.B.A 2008-10

Madurai Kamaraj University : B. Com 1987-90

TECHNICAL QUALIFICATION:

Shorthand English ; Higher Grade

Typewriting English ; Higher Grade

Computer Knowledge ; M S Office

PERSONAL DETAILS:

NAME : MEENAKSHI .V

DATE OF BIRTH/AGE : 20-03-1966/58

HUSBAND'S NAME : VISWANATHAN B C

SEX : FEMALE

NATIONALITY : INDIAN

PERMANENT ADDRESS : No.008, A Block, Ashish Green,
Kuthaganahalli,
Bangalore 562125
Mob:9380984242

LANGUAGES KNOWN : TAMIL & ENGLISH
(Speak, Read & Write)

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

MEENAKSHI V