

HEMALATHA M

100/117,Subramaniya Udayar Street, Telugupalyam, Coimbatore -641039

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16-07-1996

OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

LANGUAGE

Tamil, English

EXPERIENCE

Rhea HealthCare Pvt Ltd
Feb 2024 - Till

Customer Care

HR Cum Admin Executive will be the major roles which i preformed.
HRIMS Maintenance -Hr one
Recruitment of employees
Supervising the center
Employee joining till reliving process
File maintenance

AK associates
Jan 2022 - Oct 2023

Admin Executive

Adminexecutive
Maintain Admin desk.
Attending clients for purchase of land and construction of house.
Wages calculation of labours.
Maintain client accounts and cash handling details.

GBS Systems And Service Pvt Ltd
Sep 2019 - Oct 2020

Customer Relationship Executive

Customer care executive
Maintaining Daily attendance of employees.
Maintaining daily accounts of the branch.
Updating the software(Scope) ie detail of the customer laptop serviced.
Customer handling

Rakindo kovai Township Pvt Ltd
Jan 2018 - Feb 2019

Marketing cum Tele calling Executive

Marketing and Telecalling executive
Delivers prepared sales task.
Contact business people and private individuals through phone call.
Explain the product, price, services & answer the customer queries related the construction.
Records all the customer details & Schedule appointment for the Site visit with the clients.
Makefollow-up skeenly & Bring the customer to the Site.
Convert the Site visit to the sale of the property

The chennai Silks Pvt Ltd
May 2016 - Feb 2018

HR. Assitant

Assist with day to day operations of the Hr Functions & Duties.
Providing Clerical & administrative support to human resource executives.
Compiling & updating employee records (hard&softcopy) Coordinate HR projects (Training,Meeting,Recruiting,etc....) Processing the settlement of the relieving employees.
Maintaining & recording the Attendance in software to make the payroll summ

EDUCATION

Bharathiar University
MBA -HR

Sri Krishna Arts & Science College
BCom CA

CCMA Govt GHSS School
HSC

PC Girls HS School
SSLC

DECLARATION

I hereby above mentioned details are true to my knowledge

Signature:

Hemalatha M