HEMALATHA T

Flat No: 9, A Block 3rd Floor, Kavundampalayam Housing Unit, Coimbatore-30
hemalathathambucbe@gmail.com
Mob: +91 9952194811



SUMMARY

Has 2 years of experience as a Center Manager, along with 2 years of experience in the Counseling field, 6 years of experience in the Software Industry, 2 years of experience in the Accounting field and few years of experience in the Teaching field.

- Good experience in interacting with business analysts, developers, technical support teams and assisting them in baselining requirement specifications.
- Good communication and interpersonal skills with strong work ethics.
- Team player, highly productive, Commitment and Result driven in team and Individual Projects

SKILLS

Languages	C, C++, HTML & PHP
RDBMS Tool	MS SQL Server 2008
Designing Tool	Photoshop, Gerber Omega 8.0
Operating System	Windows Family
Accounting Package	Tally ERP (Version 9.0)

EDUCATION

- M.Sc (IT) with 80% from Bharathiar University, Coimbatore, TN in 2012
- B.Sc (CS) with 78% from Sri Ramalinga Sowdambigai College of Science and Commerce, Coimbatore, TN in 2010

OTHER EDUCATION

- Diploma in Software Engineering with 80% from Sri Ramalinga Sowdambigai College of Science and Commerce, Coimbatore, TN in 2010

PROFESSIONAL PROFILE

- Working as a Center Manager in **JD EDUCATION & TRAINING** Franchisee with **FRAMEBOXX 2.0, CBE** (Nov 2023 – Till now)
- Worked as a Associate Software Design Analysts in **SALEM MEMORIAL DESIGN, CBE** (Jan 2020 - Oct 2023)
- Worked as a Counselor in **GREEN PIXEL CREATIONS PVT LTD** Franchisee with **MAAC ANIMATION, CBE** (Jan 2018 – Dec 2019)
- Worked as an Accountant in **LIGHT N DEZINE, CBE** (Mar 2015 – April 2017)

- Worked as a Associate Software Design Analysts in **ANT INTERNATIONAL, CBE** (April 2013 – Nov 2014)
- Worked as a Senior Data Key-in Specialist in **DELL SERVICES, CBE** (Nov 2011– June 2012)

TEACHING PROFILE

- Worked as a Teaching Staff in ST.Micheal's Matriculation High School, Cbe (July 2012 – Jan 2013)

PROFILE INFORMATION

1) Organization **JD EDUCATION & TRAINING** Franchisee with **FRAMEBOXX 2.0, CBE**
   Duration Nov 2023 – Till now

Description:

JD Education is an education infrastructure aggregator working with over 100 partner institutions and serving more than 4 lakh students across India. In alignment with the Government of India's New Education Policy, it focuses on improving access, quality and innovation in higher education. Frameboxx 2.0, a part of this ecosystem, is a leading training provider in the Media & Entertainment industry, offering specialized programs in Animation, VFX, Gaming, Graphic & Web Design, and Photography with a focus on industry-ready "Techno Artist" training.

Responsibilities:

• Manage the overall day-to-day operations of the training/learning center

• Coordinate with trainers, staff and students to ensure smooth functioning of classes

• Handle administrative tasks including attendance, scheduling, documentation and reporting

• Monitor student progress and ensure quality training delivery

• Maintain student records, academic reports and certification documentation

• Provide counselling to prospective students regarding courses, career paths and training programs

• Guide students and parents through the admission process and course selection

• Handle student admissions including application processing, documentation and enrollment procedures

• Follow up with enquiries and convert leads into admissions

• Organize placement activities including resume preparation, interview training and job opportunities

• Build and maintain relationships with companies and recruiters for student placements
• Coordinate campus interviews, placement drives and career guidance sessions
• Ensure proper communication between management, staff, students and parents
• Supervise staff performance and provide support for professional development
• Manage center resources, infrastructure and classroom requirements
• Address student and parent queries, concerns and feedback effectively
• Ensure compliance with organizational policies and educational standards
• Prepare monthly reports related to admissions, placements and center performance
• Support marketing and student enrollment activities when required
• Maintain discipline and a positive learning environment within the center
• Keep records and use reporting tools for admissions, placements and academic activities

2) Organization **SALEM MEMORIAL DESIGN** (Salem Stones @ Ohio, US)

Duration Jan 2020 – Oct 2023

Description:

SMD International is a Granite Memorial service based designing company giving customer the design application based on their requirements. We have used some traditional software's like Gerber Omega 8.0, Photoshop, coral draw, macromedia flash, dream weaver etc., to design this application; The same will be published to the central repository by our partner company to them used in cloud application.

Responsibilities:

- Understanding the requirements and business of the application
- Performed Manual Testing on functionality of the application
- Designing in composer Gerber Omega 8.0 & Adobe Photoshop CS5
- Designed laser etched and sandblasted Memorials for US Clients
- Designed Catalogs , Brouchers, Signs, Logos web templates
- Prepared and Executed Test Cases as per System Requirements
- Involved in material management, sales and distribution part of the project

3) Organization **GREEN PIXEL CREATIONS PVT LTD** Franchisee with **MAAC Animation**

Duration Jan 2018 – Dec 2019

Description:

Green Pixels Creations Pvt. Ltd. is a creative design and digital solutions company specializing in branding, graphic design, animation, video production, and web development. The company focuses on delivering innovative marketing and visual communication solutions that help businesses build strong brand identities and enhance their digital presence. It serves clients across various industries by combining creativity, technology, and strategic marketing.

Responsibilities:

- Establish a relationship of trust and respect with clients
- Prepare and administer regular tests to students, complete with detailed quarterly progress reports for parents
- Create and adapt lesson plans according to students academic needs, including both individual and group work
- Established an open-door policy for parents/teacher conferences
- Designed and implemented daily lesson plans for classroom of students
- Fostered student curiosity and interest in learning through hands on activities and field trips
- To record and report timely the results of quizzes, assignments, mid- and final semester exams
- To use student assessment data to guide changes in instruction and practice and to improve student learning
- Help clients to make decisions and choices regarding possible ways forward
- Refer clients to other sources of help, as appropriate
- Attend supervision and training courses
- Undertake personal therapy (mandatory for accreditation)
- Work to agreed targets in relation to client contact
- Keep records and use reporting tools

4) Organization **LIGHT N DEZINE**

Duration March 2015 - April 2017

Responsibilities:

- Vouching and Verification
- Recording of purchase, sales, payment receipt collection & journal vouchers

- Maintaining the daily petty cash book
- Submission of VAT Return through online & VAT Assessment
- Reconciliation of Bank accounts
- Preparation of final accounts

5) Organization **ANT International**

Duration April 2013 – Nov 2014

Description:

ANT International is a Granite Memorial service based designing company giving customer the design application based on their requirements. We have used some traditional software's like Gerber Omega 8.0, Photoshop, coral draw, macromedia flash, dream weaver etc., to design this application; The same will be published to the central repository by our partner company to them used in cloud application.

Responsibilities:

- Understanding the requirements and business of the application
- Performed Manual Testing on functionality of the application
- Designing in composer Gerber Omega 8 & Adobe Photoshop CS5
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6) Organization **DELL Services**

Duration Nov 2011– June 2012

Responsibilities:

- Key-in the data medical care for USA clients
- The claims for the company (Govt. & Pvt.)
- Quality control Representative
- Detect and correct the errors made by trainees
- Trained for fresher's

PERSONAL INFORMATION

Nationality	Indian
Languages	English, Tamil & Telugu

I hereby declare that the above stated information is true and correct to the best of my knowledge and belief.

Yours faithfully

Place:

Date:

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