SREE NANDHINI

Preference Location : Coimbatore

CONTACT

8667880372

nandhurockz88@gmail.com

Sitra,coimbatore -641014

EDUCATION

2006-2009 (68%)
CSI BISHOP APPASAMY COLLAGE OF ARTS SCIENCE

- B.sc Computer Science

May 2005 (60%)
SRI JEYANDRA SARASWATHY VIDYALAYA MATRIC. HR.SEC

- HSC

March 2003 (71 %)
SRI JEYANDRA SARASWATHY VIDYALAYA MATRIC. HR.SEC

- SSLC

COMPUTER SKILLS

- Operating System - Microsoft Windows XP, 7, 8 and Win 10.
- Microsoft Office Suite (Especially MS Word, MS Excel, MS Power Point) .
- Familiar with Printers and Biometric Devices.
- Certified in .NET Technology
- Languages C ,C++ & HTML
- Database :MS Sql Server.

INTERPERSONA SKILLS

- Hard working and capable of acquiring new skills to keep pace with changing scenario.
- Good Team Player by effectively co-Ordinating in a team by utilizing all the resources.
- Self respect and self confident person.

PROFILE

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

WORK EXPERIENCE

Konnect Analytics. NOV 2023- DEC 2024

PMO/Marketing Executive(Channel Partner Relation)

Roles and Responsibilities:

- 1. Establishment and maintains project management standards, Methodologies, Processes and tools across the organization.
- 2. Responsible for the day-to-day management and execution of a specific project within scope, schedule, budget, and quality constraints
- Provides governance, support, and oversight for multiple projects
- Marketing: Identify and onboard new channel partners
- Provide support and training to partners to ensure success
- Manage the performance of existing partners, and develop strategies to improve their sales and revenue.

JEEVAN INFOTECH PVT. LTD. Dec 2021- Mar 2022

Technical customer relationship executive

Roles and Responsibilities:

- Into a training period for the software products like CRM, SCM & ERP
- Making calls and handling clients for the Demo
- Basic level documentation and product case study

WAFE AUXILIARY CHEMICALS PVT.LTD.

Hr/Admin

Roles & Responsible :

- Processing incoming mail.
- Creating and distributing documents.
- Maintaining computer system by updating and entering data.
- Setting appointments and arranging meetings.
- Compiling reports and spreadsheets and preparing spreadsheets.
- Participating in recruitment efforts.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Ensuring background and reference checks are completed.

ACTIVITIES

- Attended NSS special camp on the theme " Youth For Recharging of Water.
- Resources" at college level.

Participated in Cultural activities in the school and college.

- Best NSS volunteer of 2009 in college level.

PERSONAL DETAILS

Name : S.Sree Nandhini
Date of Birth : 06 Jan 1988
Husband Name : N. Karthik

Languages Known :
Read : English, Hindi & French.
Write : English, Hindi & French.
Speak : Malayalam, Tamil, English & Hindi.

Hobbies : Reading Books, playing Shuttle, Listening to music.

KARSAN TECHNOLOGIES PVT.LTD
Admin

Roles & Responsible :

- Processing incoming calls and mail.
- Maintaining a clean and enjoyable working environment.
- Handling external or internal communication or management systems.
- Managing clerical or other administrative staff.
- Organizing, arranging and coordinating meetings.
- Sorting and distributing incoming and outgoing post.
- Event Coordination.
- Book keeping.
- Document Management.
- Editing, Filing, voucher entries, web search and mailing.

MY STUDIES EDUCATION & MIGRATION. SERVICES ,
Admin/Students Counselor

Roles & Responsible :

* Provide basic counseling based on student needs for abroad education.
* Processing incoming calls and mail.
* Sorting and distributing incoming and outgoing post
* Posting job ads and organizing resumes and job applications.
* Answering student's query through quickr,Indeed and Clickin post.

IDP EDUCATION INDIA .PVT. LTD
Admin

Roles & Responsible :

* Managing basic administration work, handling, calls and enquires regarding abroad education.
* Conducting "road shows" and being a part in seminars
* Maintaining leads and follow-up's in CRM.
* Handling IELTS registration for students.
* Petty cash maintains in MS excel and making voucher entries.

Declaration,

I hereby affirm that the particulars furnished above are true to the best of my knowledge.

Place : Coimbatore
Date :

Your Truly
S.Sree Nandhini