

GAYATHREE S

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Objective

To work in a challenging & creative environment that encourages continuous learning and provides exposure to new ideas and stimulates personal as well as professional growth.

Summary

- **Worked as “OPERATIONS EXECUTIVE”** in Smart Training Resources India Pvt Ltd (June 2024)
- Worked as “Co-ordinator” in ‘San Group of Schools’, (July 2022 – March 2024)
- Worked as “Co-ordinator in NSN Group of schools, (Jan 2011 – April 2022)
- Worked as “Advertisement & Customer Support Executive”.in “Zigma Marketing”, a franchise of “The Hindu” Magazine (June 2010- December 2010)
- Worked as “Customer Support Executive, Accounts & Admin assistant” in Star Pac India Ltd. (Jan 2000- Jan 2005)

Educational Qualification

M.COM

Positions held

- **Operations Executive**
- Accounts & Admin Assistant
- Customer Support Executive
- Secretary
- Advertisement & Customer Support executive
- Co-ordinator

Personal Skills

- **Inter Personal.**
- **Leadership**
- **Team building**
- **Strong Communication**

Technical Skills

- Well versed in **MS – Office.**

Work Experience – Smart Training Resources India Pvt Ltd

Worked as

- **Operations Executive**
- Client Co-ordinator
- Admin Incharge

Responsibilities

- In charge of complete Operations
- Profile screening for recruitment of candidates
- Interviewing of candidates
- Completion of recruitment process
- Co-ordination with Clients
- Manage and handle daily operations of the Company
- Maintenance of Data base / Reports
- Submission of timely reports and records
- Preparation of Proposals
- Managing all the admin related works, payment – follow-up

Work Experience – San Academy

Worked as “Co-ordinator”.

Responsibilities :

- Act as liaison between the Management, Staff & Stake holders.
- Co-ordinating with different departments.
- Planning and designing annual plan and activities.
- Conducted meetings with the stake holders to review progress and adjust plans accordingly.
- Recruitment process.
- Maintenance of necessary Records.

Work Experience – NSN Group of Schools

Worked as “Co-ordinator”.

Responsibilities :

- Periodic monitoring, for the upliftment and smooth running of the department.
- Co-ordinating with staff of different departments for the effective execution of the plans.
- Addressing the stakeholders for suggestions/complaints/queries/concerns.
- Recruitment process.
- Maintenance of necessary Records.

Work Experience – Zigma Marketing – Franchise of “The Hindu”

Worked as “**Advertisement & Customer Support Executive**”

Responsibilities :

- Co-ordinating with clients for advertisements.
- Follow up with the clients for advertisements.
- Regular follow-up with the customers for any queries or suggestions

- Proof checking of the advertisements.
- Coordinating with “The Hindu” office for the list of advertisements to be published and publishing it on time.

Work Experience – Star Pac India Pvt Ltd

Worked as Admin & Accounts Assistant

- Co-ordinating with Clients for any additional support.
- Follow up of enquiries
- Follow up of the entire process – from raising Purchasing order till invoice raising, installation, service etc.
- Co-ordinating with different departments (Production, Design, Accounts,, Service) for smooth running of the Company
- Follow up of Service schedule after the installation of machines.
- Regular follow-up with the customers for any queries or suggestions.
- Co-ordinating with Vendors
- Maintenance of Petty cash
- Maintenance of necessary records
- Responsible for the entire correspondence of the Company .
- Maintenance of the office equipments.

Personal Details

Languages Known

: English & Tamil (To speak, Read & write)
Hindi – (To read & write)
Telugu (To speak)

Place :

Date :

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