

P.CHITRA DEVI

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Visit visa till December 2020

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Career Objective

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

Educational Qualification:

- Graduation in Arts (English literature 2002 - 2005): Madras University.
 - Master in Social Work in CD (2007 – 2009): Madras University.
 - PG-Diploma HRM in Alagappa university (2016 -2017)
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Professional Training:

- As Management trainee completed a short-term course in Advanced Diploma in Premier Corporate Human Resource Management from Wisdom bridge management consultant. (Feb 2017 to March 2017)

Professional Experience:

Organization: DAUGHTER OF MARY IMMACULATE

Location: Nagpur

Duration: June 2009 to Oct 2014

Role: Project Manager

Work Profile:

- ❖ Planning executing monitoring and evaluating program of children parliament project in district level for 3 district at wardha region.
- ❖ Moral education in all the schools in 3 district during these 6 years.
- ❖ Organizing Vocational and Skill training for youth boys and girls.
- ❖ Under the Government scheme promoting boys and girls for placement in to various company.
- ❖ Attending monthly meeting at collect rate and Organizing meeting for other level coordinators.
- ❖ Updating total documentations.
- ❖ Sending periodical report to project office.

Organization: EMI Infrastructure

Location: Bangalore

Duration: Nov 2014 to June 2015

Role: HR – Admin

Work Profile:

- *Handling recruitment form end to end*
- *Managing attendance register*
- *Handling joining formalities*
- *Co-ordinating induction process.*
- *Day today management activities.*

Organization: Adithya Solutions

Location: Bangalore

Duration: July 2015 till June 2017

Role: General HR

Work Profile:

- *Handling recruitment form end to end*
- *Managing attendance register*
- *Handling joining formalities*
- *Co-ordinating induction process.*
- *Co-coordinating Training activities.*
- *Business client dealing.*
- *Preparing and sending periodical report to management and business client.*
- *Getting online training and giving training to employees of concern project.*

Organization: Manipal Northside Hospital

Location: Maleswaram, Bangalore

Duration: July 2017 to October 2017 (Leave placement)

Work Profile: HR Team member

Organization: DSF Grandplaza hotel

Location: Tuticorin, Tamilnadu

Duration: November- 2017 till 18th January 2020

Personal Details

- *Marital Status* : *Married*
- *Nationality* : *Indian.*
- *Languages* : *English, Kannada, Tamil and Hindi*
- *Address* : *Tuticorin. Tamilnadu, India*
- *Date of birth* : *22/07/1978*

I hereby declare that the above information is true as per my knowledge.

CHITRA DEVI.P