

## S. RAJESHWARI

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srajeshwari2506@gmail.com  
0561229676



### OBJECTIVE

To secure a responsible and growth - oriented position in an organization where my knowledge and skills shall be shared, while contributing creative solution towards the advancement of the organization.

### EXPERIENCE

#### **Infra tech ,perundurai-Tamilnadu,SEP 2017-May 2019**

*08-09-2017 - 14-05-2019*

Administrative assistant

Greeted all clients and visited, ensuring that they received outstanding first impression of the company.

Providing administrative support to the HR Team in their work flow.

Managing the financial department in the office operations.

Conducting meetings, trainings and surveys with support of HR Department.

#### **Alyanbo chemicals admin assistant,Dubai,Jan 2020 - Mar 2020**

*15-01-2020 - 20-03-2020*

Administrative assistant

Responsible for the policies and procedures development and grievance agay same.

Providing inputs for the payroll processing and scrutinizing the same.

Scrutinizing the new candidate and scheduling interviews as per the instructions from HR.

Coordinated and scheduled meetings travel for staff members

Monitored office supplies and replenished stock as necessary.

#### **Vemco electro mechanical works LLC,Dubai**

*24-10-2020 - 25-01-2021*

Administrative assistant

Greeted visitors and determined to whom and when they could speak with specific individuals .

Conducting the induction & Training for new joiners.

Assistant the recruiters in the recruitment process.

Assist principals in drafting and editing in memo's, reports and proposals.

Overall in charge for the office through managing all the departments.

Recorded, transcribed,and distributed minutes of meeting.

### EDUCATION

### SKILLS

Microsoft office, word,excel,html.

### REFERENCE

**Mariselvam - "Falcon crest swimming pool and landscaping LLC,Dubai."**

MEP site engineer

mariselvamammu123@gmail.com

506196780

### LANGUAGE

Tamil,Malayalam,English.

**K.s.r college of arts and science**

*2017*

M.sc chemistry

D+

### **ADDITIONAL INFORMATION**

Date of birth : 25th June 1995

Sex : Female

Nationality : Indian

Marital status : Single

Father Name : Sellavelu

Mother Name : Rathna.S

Passport No : S4986090

Date of Expiry : 22 July 2028

### **DECLARATION**

I hereby declare that the above-mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Regards,

Date:

Place.

