

**LEEMASUNDARI.R**

Mobile: +91 99940 22054

Email: [leemasundari@gmail.com](mailto:leemasundari@gmail.com)



---

### **OBJECTIVE**

A position that could offer me a stimulating and vibrant work environment with potential for increasing responsibilities to prove and enhance my skills.

### **EDUCATION**

- Completed B.Ed (Mathematics) degree from MAM College of Education, TNTEDU.
- Completed B.Tech (Information Technology) degree in RMK Engineering college, Madras University in the year 2000-2004. First Class with Distinction
- Completed HSC from O C P M Girls Hr.Sec. School, Madurai in the year 2000, 83.5%
- Completed SSLC from O C P M Girls Hr.Sec. School, Madurai in the year 1998, 91%

### **OTHER QUALIFICATION(S)/CERTIFICATION(S)/PROGRAMME(S) ATTENDED**

- Participated in Microsoft Innovator training program.
- Attended the International career council consortium conference.
- Attended workshop on Google certified Educator.
- Excelled in the alternate channel – State Bank of India
- Certified Insurance Facilitator – SBI Life Insurance Ltd.
- Certified as a Recruiter, Firstsource.
- Attended PeopleSoft training program, Firstsource.
- Attended Human Resource Development training Program.
- Received Exemplary Performance Award, Recruitment.

### **SKILLS AND EXPERIENCE**

#### **SHRIMATI INDIRA GANDHI COLLEGE**

**Placement Coordinator, Training and Placement Division**

**Dec 2,2024 to till date.**

**ALPHA EDUCATION, TRICHY**

**Alpha Cambridge International School,**

Teacher, ICT

May 28, 2018 to April 30, 2021

As a Co-coordinator and Secondary Teacher

- Handled the subjects of Mathematics and ICT (Grades 5-9 )
- Organized the events and celebrations in the Schools
- Volunteered and initiated steps for inculcating Students into the social responsibilities.
- Monitored and mentored the ethics and well being of the students.
- Conducted Webinars on Technology –Code Developments across the schools of Universal groups.

**STATE BANK OF INDIA, TRICHY**

Branches: SME, Thuvakudi and Mannachanllur.

Dec 15, 2010 till Sep 18, 2015

As a Customer Assistant

- Worked as a Single Window Operator.
- Performed cash and cashless transaction.
- Handled Establishment profile – HRMS, Employee payroll, loans and leave records.
- Handled vendor payment systems.
- Skilled in handling Mobile banking, Personal banking and corporate internet banking.
- Excelled in cross- selling – Insurance products ,different variants of ATMs and Credit Cards
- Handled Trickle feed software – Bulk payment system mainly for Government salaries and Industrial Payments
- Managed branch Software for Green Channel
- Participated in many alternate channel training and launching events.
- Promoted SMS banking

**Firstsource Solutions Ltd , Trichy .**

May 2007 to July 2009

As a HR Executive

- Recognized as a language assessor for HR Recruitment.
- Conducted Group Discussions , Free speech and evaluated the communication standard.
- Assessing the voice clarity , accent neutralization , Fluency and Grammar for the candidates.

- Conducted One-One interviews .
- Involved in the panel interview and identified the potential candidates.
- Negotiating the salary and Issuing Offers to the selected candidates.
- Following up the candidates till the Induction Process
- Conducted Campus Interviews and offered the selected candidates.
- Active involvement into the sourcing of candidates through the job portals and Referral forms.
- Involvement into other HR activities namely, Rewards and Recognition, Social responsibilities , events conducted within the organization.
- Generated reports on daily basis.

**NHIT Pvt .Ltd., Tirchy.**

Feb 2007 to April 2007

Campaign : Master Card and Visa Card -- US Process

As a Senior Customer Service Representative

- Involved in the sale of Master and Visa cards , US.
- Handled Escalation calls.
- Trained the team – Voice Modulation , Accent ,telephone etiquette and customer handling skills.

**NIIT, Tirchy.**

Nov2005 to April 2006

As a Technical Trainer

- Trained the students in developing the Basic Computer Skills.
- Trained the student in JAVA ,J2EE , JSP.
- Guided the students for project work.

**SUTHERLAND GLOBAL SERVICES LTD. , CHENNAI.**

Sep 2004 to June 2005

Process: Amazon, HP – US Process

Training on Soft skills and Customer handling – Next

As a Technical Support Executive

- Provided customer support to users of Amazon on-line shopping.
- Provided technical support to users of hp Desktop and Laptops.

### **Technical Skills**

Good understanding and working ability in MS Word , Excel and PowerPoint , Basics of Python , MS Access, HTML

### **PERSONAL DETAILS**

Spouse Name : Dr. P.Thirumurugan.

D.O.B : 26/12/1982

Sex : Female

Marital Status : Married

Languages Known : Tamil, Telugu ,English

Mobile : 9994022054

Email Id : [leemasundari@gamil.com](mailto:leemasundari@gamil.com)

Communication Address: 6/2362 ,Thiruvalluvar Avenue,

Pichandar Kovil Post , No I Tollgate, Trichy 621216.

Date :

Place : Tiruchirapalli.

Yours faithfully,

