

LEEMASUNDARI.R

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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

Communication Address: 6/2362 ,Thiruvalluvar Avenue,

Pichandar Kovil Post , No I Tollgate, Trichy 621216.

Date :

Place : Tiruchirapalli.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Leemasundari', is placed over a light yellow rectangular background.