

RESUME

Name : Preethi Raj M C
Contact No : 97389 56306 / 97400 41249
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OBJECTIVE

Seeking a challenging position in your esteemed organization and there by contribute my best efforts to achieve Company's goal.

EXPERIENCE

Working as CRO Admin / Accounts Assistant at Kothari Sales & Agencies at Mysore

- Project Handling Preparing BOQ / Quote
- Handling Procurement
- Invoice Preparation & Payment Follow-ups
- Co ordinating with our Principal at Bangalore Pertaining to Projects / Annual Maintenance
- Handling the Team of 20 members
- Scheduling the Preventive Maintenance quarterly
- Preparing the Service Reports
- Allocating Engineers for the Complaint logged online from Customer end
- Supporting the customers through Calls & E-mails.

- Preparing Invoice using Tally
- Payment Follow up through mails/ calls
- Reconciliation of Debtors & Creditors
- Reconciliation of Bank Statement
- Filling GSTR-1 & GSTR-3B returns
- Joined on May 2016 & still working

Worked as Procure Engineer at Laxmi Control System, Mysore

- Customer Support over the phone & E-mail
- Handling Procurement
- Planning the Production
- Coordinating on Dispatch
- Preparing the Purchase orders
- Preparing the Quotes
- Interacting with the customers & supporting over the Calls & E-mails
- Working period : Dec 2014 to May 2015

Worked as Technical Associate Engineer at Aditya Birla Minacs, Bangalore

- Technical Support for Lenovo Laptops and Desktops
- Cleared the Training period and worked on the live floor
- Trouble shooting the Technical Issues & resolving the same over the phone
- Customer Support over the phone
- Working Period : March 2013 to May 2013

PERSONAL SKILLS

- Good Communication Skills
- Problem solving abilities
- Ability to deal with people diplomatically
- Leadership quality
- Positive thinker

EDUCATIONAL QUALIFICATION

Qualification	School/ College	University/ Board	Percentage	Year of passing
BE in Electronics and Communication Engineering	GSSS Institute of Engineering and Technology for Women, Mysore	Visvesvaraya Technological University	64.04	2012
PUC	Vishwamanava PU College, Mandya	Karnataka Pre University Board (KPUC)	55.33	2008
SSLC	St. Joseph's Convent, Mandya	Karnataka Secondary Education Examination Board (KSEEB)	68.48	2006

PROJECT PROFILE

Completed DRDO project on High performance dynamic g Simulator

A high performance dynamic g-simulation facility is proposed for testing various equipment's. The g-simulator will be used for testing and to qualify various live supporting equipment's at g loads that the equipment's needs to survive. This was proposed to be setup at DRDO, Bangalore.

SOFTWARE TESTING SKILLS

Manual Testing Skills

- SDLC, STLC and SQL

Automation Testing Skills

- QTP

TECHNICAL EXPOSURE

- Proficient in using Microsoft Word, Excel, Power Point

PERSONAL PROFILE

Name : Preethi Raj M C
Address : W/o Deepak Kumar N,
No.96/2A, 3rd Cross, Rajendra Nagar, Mysore – 570007.
Marital Status : Married
Gender : Female
Nationality : Indian
DOB : 03/02/1991
Languages known : English, Kannada, Tamil and Hindi.

DECLARATION

I hereby declare that all details furnished above are true to the best of my knowledge.

Place :

Date :

Signature

Preethi Raj M C