

RESUME



Name : P.Rajeswari
Father Name : K.Paneerselvam
Date of Birth : 12.5.1987
Nationality : Indian
Religion : Hindu-Kallar
Languages Known : Tamil & English
Sex : Female
Marital Status : Married
Address for Communication : No: 9, Star Nagar
Airport, Trichy-620 007
Contact Number : Cell: 9787009969

Educational Qualification:

<i>Course Studied</i>	<i>Institution studied</i>	<i>Year of study</i>
<i>10th Standard</i>	<i>Annai Girls higher secondary school/Airport</i>	<i>2002-2003</i>
<i>12th Standard</i>	<i>Annai Girls higher secondary school/Airport</i>	<i>2003-2004</i>
<i>Diploma in Hotel Management and Catering technology</i>	<i>Mercury catering college/Lalgudi</i>	<i>2007-2008</i>
<i>Bachelor of Business Administration</i>	<i>Bharathidasan University</i>	<i>2009-2012</i>
<i>Master of Business Administration</i>	<i>Bharathidasan University</i>	<i>2013-2014</i>
<i>M.Phil –Management Studies</i>	<i>Jamal Mohamed College</i>	<i>2016-2017</i>

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Work Experience:

- 1) *Worked as a Front office Executive in M/s.SRM HOTEL Pv.Ltd-Trichy from 2009 to 2013.Handling all the activities related to front office operations.*
- 2) *Worked as a Sr.Front office Executive in M/s.Apollo Hospitals Ltd-Trichy from 2014 to 2015.Handling all the activities related to front office operations.*
- 3) *Currently working as a PA-2 in Anna University from January 2016 till date.*

DECLARATION

I hereby declare that the details furnished above is true to the presence of Knowledge

Place : Trichy-7

Yours Faithfully

Date : 14.12.2017

(P.Rajeswari)