

CURRICULAM VITAE

A RUBA LAKSHMI

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PROFESSIONAL OBJECTIVE

A self-motivated & result-focused professional, seeking an opportunity to utilize career experience, skills, education to contribute to employer objectives and success with a company offering potential for challenge and growth.

BRIEF OVERVIEW

- MBA – MARKETING professional with about 3.6 years of experience in the field of Medical, Recruitment & Sourcing.
- Hands on experience in Functional Skills which include- Requirement gathering, Pre-screening, understanding the business needs.
- Ability to work independently with high accuracy in tight timelines
- Effective communication & interpersonal skills and expertise in working in highly competitive environments.

EDUCATIONAL QUALIFICATION

DEGREE	UNIVERSITY	YEAR OF COMPLETION	MARKS IN %
MBA – MARKETING	BHARATHIYAR UNIVERSITY, COIMBATORE	2012	63.4
BBM	SRI RAMAKRISHNA ARTS AND SCIENCE FOR WOMEN, COIMBATORE	2009	64
HSC	SRSI MATRICULATION HIGHER SECONDARY SCHOOL, COIMBATORE	2006	66
SSLC	SRSI MATRICULATION HIGHER SECONDARY SCHOOL, COIMBATORE	2004	62

TECHNICAL SKILLS

Accounts Software
Operating Systems
Software
Packages

: Tally
: Windows 7,10
: Photoshop, Corel draw, Flash
: MS-Excel, MS-Word, MS-Power point

WORK EXPERIENCE

KMCH, COIMBATORE

DURATION : APRIL 2017 - SEPTEMBER 2019
2 YEARS & 5 MONTHS

DESIGNATION : MEDICAL TRANSCRIPTIONIST

ROLES AND RESPONSIBILITIES:

- ⊖ Translate dictated recordings from doctors and other medical professionals into written reports.
- ⊖ Transcribe physician's dictation of patient's disease and made it to summary report.
- ⊖ Operate word processing and excel to prepare the reports.
- ⊖ Review and edit transcribed reports and dictated material for spelling, grammar, clarity, consistency and proper medical terminology.

SREE SAKTHI EQUIPMENTS COMPANY, COIMBATORE

DURATION : MARCH 2016 - MARCH 2017
1 YEAR

DESIGNATION : HR - ASSISTANT

ROLES AND RESPONSIBILITIES:

- ⊖ Manpower Planning & Requirement gathering from the technical managers.
- ⊖ Coordinate with different Vendors for fulfilling the different requirement.
- ⊖ Short list the Right profiles according to the Organization requirement.
- ⊖ Initial HR discussion with the Candidates for initial HR Pre screening.
- ⊖ Provide weekly recruitment status for senior management & maintaining the recruitment Database.
- ⊖ Issues all documents related to employees i.e. Offer letter, Appointment letter, confirmation, promotion, reliving etc.

CERTIFICATIONS

- ⊖ Completed a One day **WORKSHOP** on "**FEVICRYL PAINTING COURSE**" in Ramakrishna Arts and Science College for Women, Coimbatore.
- ⊖ Certified in One day **LEADERSHIP TRAINING PROGRAMME** on "**R-RYLA(RURAL-ROTARY YOUTH LEADERSHIP AWARDS)**" in P.S.G. Tech., Coimbatore.
- ⊖ Certified in Three day **ENTERPRENEURSHIP AWARENESS CAMP** in Coimbatore Institute of Management and Technology, Coimbatore.
- ⊖ Certified Six month course on "**Adobe Indesign, Photoshop, Illustrator**" in Apollo Computer Education Ltd, Coimbatore.
- ⊖ One month course on "**MEDICAL CODING**" in Professional Info Tech, Coimbatore.
- ⊖ Two month course on "**BASIC & ADVANCE AARY WORK**" in The Best Institute, Mettupalayam.
- ⊖ Two month course on **Diploma** in "**MS-OFFICE**" in CSC Computer Education, Coimbatore.