

PROFILE



Name : Ms. A. Josephine Aggi Prescilla
Designation : Assistant HRDC Coordinator
Department : Human Resource Development Centre
Educational Qualification : B.Com(CA), MCA
Contact No. : 7010820292
Mail Id : aggijose@gmail.com

S. No.	Degree/ Diploma	Subject / Main	Year of Completion	Name of the College / University
1.	U.G.	B.Com[Computer Application]	2012	Holy Cross College (Autonomous), Trichy 620 002.
2.	P.G.	MCA	2015	Cauvery College for Women, Trichy – 620 018.

Aided

Management

PROFESSIONAL EXPERIENCE:

- Assistant HRDC Coordinator at '**HOLY CROSS COLLEGE**', **TRICHY** (January 2023 to Present)
- Accountant at '**SPARROW NEST**'- **KUMBAKONAM** (August 2020 to November 2022)
- Executive – Accounts & Data Processing at '**ROCHESTON PRESS PVT. LTD**' – **CHENNAI** (August 2016 to December 2016)
- Customer Relations Executive at '**PANACEA BUSINESS SOLUTIONS**'-**CHENNAI** (December 2015 to July 2016)
- Customer Relations Executive at '**HANSA DIRECT**'- **CHENNAI** (June 2015 to September 2015)

ADDITIONAL SKILLS & EXPERIENCE:

- Strong background in Commerce and Computer Science
- Expertise in Account and Data Processing
- Consultancy experience through Placement and Career Guidance Cell
- Proficient in Customer Relationship Management

PERSONAL QUALITIES:

- Adaptability
- Initiative
- Team Player
- Leadership
- Detail Oriented
- Passionate

SPECIAL SKILLS – IN PROFESSION:**HARD SKILLS:**

- Accounting Expertise
- Data Processing
- Computer Proficiency
- Consultancy Experience

SOFT SKILLS:

- Analytical Thinking
- Problem-Solving Abilities
- Attention to Detail
- Time Management
- Adaptability
- Collaboration