

# HEMAVATHI C

Email: achuhemavathi@gmail.com | Phone: +91 9994213459 | Location: Karumathampatti,  
Coimbatore

## PROFILE SUMMARY

Results-driven Administrative Executive with hands-on experience in office administration, accounts management, and operations coordination. Demonstrates expertise in SAP MM/SD, Tally Prime, and data management systems to optimize business performance. Recognized for process improvement, multitasking efficiency, and professional integrity in fast-paced environments.

## WORK EXPERIENCE

### **Ozotec Automobile Private Limited | Admin & Sales Coordinator | 2024–2025**

- Managing sales support, dealer onboarding, and coordination with internal teams.
- Handled scheduling, reporting, and data maintenance for management.
- Maintained accurate documentation, reports, and follow-up trackers.

### **Kin Railway Equipment Private Limited | SAP MM & SD Coordinator | 2023–2024**

- Coordinated Material Management and Sales Distribution using SAP S4 Hana.
- Prepared quotations, purchase orders, and tracked job work progress.
- Ensured accurate item creation, stock updates, and documentation.

### **Sri Selvapathi Mills Private Limited | Accounts Assistant | 2021–2023**

- Managed daily office administration, inventory, and accounting operations.
- Processed sales and purchase entries using Tally Prime.
- Prepared employee payroll and maintained financial records.

### **KPR Mill Private Limited | R&D Department | 2019–2021**

- Handled data entry in Prime ERP and managed inward/outward transactions.
- Generated analytical and status reports to support R&D operations.
- Assisted in maintaining documentation and internal communications.

## **IDFC Bharat Limited Small Finance Bank | Customer Relationship Manager | 2017–2018**

- Managed customer service operations including loan processing and documentation.
- Handled daily cash operations, record keeping, and customer support.
- Ensured compliance with internal financial and reporting standards.

### **EDUCATION**

- B.Sc Mathematics – Bharathiar University – 60% (2014–2017)
- 12th – Government Higher Secondary School, Thekkalur – 52% (2013–2014)
- 10th – Government Higher Secondary School, Thekkalur – 58% (2011–2012)

### **SKILLS**

- Gold and jewelry appraisal
- Identification of gold purity (karat value)
- Experience with various testing methods (acid tests)
- Knowledge of current market trends and pricing for precious metals
- Strong attention to detail

### **TECHNICAL SKILLS**

- SAP ERP (S4 Hana),
- Tally Prime,
- Zoho CRM & Bigin,
- Microsoft Excel (Advanced),

### **LANGUAGES**

- Tamil – Fluent
- English – Fluent

### **PERSONAL DETAILS**

- Name: C. Hemavathi
- Husband Name: C. Loganathan
- Date of Birth: 01/04/1997
- Gender: Female
- Marital Status: Married