

T.DILSHIKA JAUHAR
thehanidil@yahoo.co.in
#77, 1st Cross
Meenakshi Layout,
Gottigere.
Bangalore-560083
+91-6360645532

SUMMARY:

Experienced as a **Sr.SME, Teacher** and a **HR Executive**. Proven ability to lead & influence cross functional teams.

WORK EXPERIENCE

Senior SME

Working as a SR.SME in Concentrix since 01st June 2020 till date.

Expertise

- Translation support for the **Sinhala** language,
- **Sinhala** Language support,
- Policy support,
- Client escalation project support,
- Content moderation

TEACHER**The Learning Curves School**

Worked as teacher since 17th May 2019 to 31 march 2020.

HR EXECUTIVE

Source One Management Services Pvt Ltd.
Jan 2011 – Oct 2012

Working for a recruitment agency helping employers find suitable staff and job seekers find suitable jobs.

Expertise

- Cold calling' companies to generate new business
- Interviewing and testing job seekers
- Matching candidates to jobs to build a pool of potential applicants
- Screening and short-listing candidates for employers to interview
- Meeting targets for vacancies filled and people placed
- Keeping records and negotiating fees

SCHOLASTICS

Qualification	Name of the school/college	University/Board	Passing Year	Rank
BSc Biotechnology	T.John college	Bangalore University	2009	First
12 th	St.Anthony's Convent	Central Govt	2005	First
10 th	St.Anthony's Convent	Central Govt	2000	First

Extra Curricular Activities:

University level:

1. A member of organizing committee of Enigma in the year of 2006-2007 (Annual college fest) organized at T. John College.
2. A member of organizing committee of Enigma in the year of 2007-2008 (Annual college fest) organized at T. John College.
3. Participated in the GUERRA-2007 MANAGEMENT FEST conducted by the institute of finance and international management, Bangalore.
4. First prize in the event of fashion show in AMCEC Engineering College, Bangalore.
5. First prize in Rangoli competition in T. John group of institutions, 2009-2010.
6. First prize in Folk dance in the intercollegiate cultural competition held on 14th of March 2009 at Garden City College, Bangalore.

School Level:

7. Hold much leadership in school societies.
8. Was a member of school chess team and school volley ball team.
9. A committee member of School House MADALINE.
10. Secretary of School IT society.

Other Qualifications:

1. Successfully completed a course of practical English of the intermediate level in 2001.
2. Successfully completed the course of Microsoft Office XP in 2005.

PERSONAL DOSSIER

Date of Birth: 23-08-1984

Father's Name: M.Wijewardena

Mother's Name: Kalyani
Gender: Female
Language Knowledge: English, Hindi, Sinhala
Nationality: Srilankan
Passport Details: N5485490
Languages: English, Sinhala, Hindi (speaking only)

Declaration:

I hereby declare that the information above is true upto the best of my knowledge.

Thehani Dilshika Jauhar
22/03/2022