# 49 Balaji Street, Saidapet, Chennai – 600 015.

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# **Career Objective**

To use my knowledge, hard work, Confidence and Concentration along with experts' guidance to the benefit of the Establishment on the whole

### **Career Summary**

- ➤ Motivated professional with extensive post graduate-level education.
- ➤ Having 2.4 years of work experience in education industry (Student Counsellor).
- ➤ Having 11.5 years of work experience as Commerce Lecturer.
- Result-oriented individual with expertise in teaching.
- > Provide motivational learning environment.
- > Excellent team player with proven track record.
- Growth driven, accepts responsibilities.

# **Key Skills**

- Excellent knowledge of subject areas and ability to teach students by using various methods.
- > Strong commitment in teaching undergraduate students.
- Expertise in advising the students and problem solving.
- > Excellent teaching skills.
- Proficiency in Commerce & Management
- Excellent Working Knowledge in Tally, Office Applications on Windows Based System.
- Exceptionally good in educational development of each student.

# Key responsibilities handled

- Provide individualized instruction to keep all students at expected skill level.
- Meet with parents to discuss progress and address behavior or mastery issues.
- Develop discipline plans and work closely with at-risk students.
- Providing Student counseling and direction on the Institute policies and procedures
- ➤ Manages and implements the Faculty's student communication plan Evaluates student engagement and satisfaction through the development and implementation of an annual survey
- ➤ Coordinates, develops and promotes programs and services aimed at enhancing the student experience
- Maintains on-going, broad-based consultation and collaboration with students, faculty and staff to provide direction to the Faculty's strategic plan

# **Personality Traits**

- Strong interpersonal and organizational skills.
- Excellent verbal and written skills.
- > Excellent leadership and team player.
- Positive attitude.

# **Professional Experience**

Employer: Triumphant Institute of Management Education (**TIME**) Pvt Ltd,

Chennai

Job Role: Student Relations Executive

Period: Jan 2007 - April 2009

Employer: Thiruthangal Nadar College of Arts & Science, Chennai

Job Role: Commerce Lecturer

Period: Dec 2009 – March 2011

Employer: Sindhi College of Arts & Science, Chennai

Job Role: Commerce Lecturer

Period: June 2011 – April 2012

Employer: D G Vaishnav College, Chennai

Job Role: Assistant Professor

Period: June 2016 – Till date

# **Educational Profile**

Course	Year of Passing	Percentage Scored	Name of the Institution/University
S.S.L.C	1998	75	Lourdes Girls Hr. Sec School, Chennai
H.S.L.C	2000	80	Lourdes Girls Hr. Sec School, Chennai
B.com	2003	70	Hindu college,Avadi.
M.com	2006	59	Madras University
M.Phil	2009	61	Vinayaka Missions University
PGDBA	2012	61	Symbiosis Centre for Distance learning
NET	2022		NET
PHD	2023		SRM University Kattankulathur

#### **Achievements**

- ➤ Gave 95% and above result in both colleges
- Successfully organized workshop for students.
- School Topper in Accounts.
- Won Best Teacher Award Twice from LIONS club international (2018 & 2022)

## **Computer Knowledge**

- Proficient in basic use of computer.
- ➤ Internet Savvy

# **Courses Undergone**

➤ Passed Tally, Diploma in Computer Application (DCA) from Computer Software College, Chennai with "A" grade in April 2003

#### **Extra Curricular Activities**

➤ District level player in Kho-Kho at the School level.

# Personal Details:

• Date of Birth : 15-02-1983

• Age : 41yrs

• Sex : Female

Marital Status : Married

Nationality : Indian

• Father's Name : N. Kasi

Husband Name : S.Gobinath

## **References:**

1. Afila.s

Assistant Manager ,TIME pvt ltd

Contact No: 9940399859.

2. Dr. Rajkumar MSc, M.Phil.Ph,D.,

Head Master D.R.B.C.C.C Hr. Sec. School, Perambur,

Contact No: 9840268090

3. Sebastian Mcom, Mphil.

Commerce Lecturer, Thiruthangal Nadar College of Arts & Science

Contact No: 9940036365

Place : Chennai SASIREKHA .K