

Pradeepa R

Tamil & Malayalam

Interpreter

Key Accounts Manager

Senior Lecturer

Personal Info

Mobile Number:

+91 8893041195

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pradheepa06@gmail.com

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<https://www.linkedin.com/in/pradeepa-r-16a126207>

Key Professional Skills

- People Management
- Team Work
- Goal Oriented
- Performance Management
- Mentoring
- Problem Solving
- Quick Lerner
- Adaptability

Personal Information

Date of Birth	06 th October 1991
Languages known	English, Malayalam,Tamil
Marital Status	Married
Residence	Pollachi,Coimbatore

Expertise in **teaching** - *Physics*, Student Counseling, learning and development, Years of hands-on experience in the *Teaching* (Physics) and **Key Accounts Manager** post has enriched me with the knowledge required to accomplish the task effectively and has aided me in polishing my skills to connect with potential clients and contribute to the growth of the organization in the best possible way. **As a medical Interpreter** listen to, understand and memorize content in the original source language and then reproduce it in the target language

Experience

May 2024-

Interpreter- Future group of translation services

At Present

Key Accounts Manager- Premier Testing Services India

October 2021-

June 2022

Senior Lecturer-JCT Institutions

June 2014-

September 2021

Leadership Roles:

- 1) Tamil & Malayalam Interpreter- providing medical translation services to non-English speakers
- 2) As a Exam Cell Coordinator: Announcement of exams, Issuing the time table, Arranging the seats, Preparing the questions are the major pre-works. Allocating the duties, Monitoring the invigilation are task during conduction of exams. Assessing the answer scripts, Announcing the results, Maintaining the records are the post examination.
- 3) Admission Coordinator: Manage telephonic and face to face student inquiries and present them course details, guide them to understand the course structure, Manage admission process & documentation, Following Dote and Anna University standards, Arranging student data for verification at Anna University and Dote.
- 4) Secretary of Women's cell: looking into the grievances of the women, both staff members (teaching and non-teaching) as well as students and provide guidance and help to them, Arranging awareness program.
- 5) Member of Student Grievance Redressal Cell: look into the complaints lodged by any student, and judge its merit, create awareness about ragging and ensure a student-friendly environment at all times and to facilitate campus monitoring to ensure ragging free campus.
- 6) Lab In Charge: Setting of laboratory equipment/apparatus for smooth conduction of practicals, Able to handle lab experiments and assist faculty and students during practicals, Maintain Stock, Breakage, issue of components register and all other lab related documents, Maintain Purchase Equipment receiving file, Enforce lab policies, practices, and safety standards.
- 7) Quality Manager: Maintaining the quality of tests and following the NABL guidelines to perform tests

Responsibilities:

- 8) Developing course material and curricula, inspiring meaningful discussions, attending conferences, consulting with other academics and professionals, supervising graduate students, grading assignments.
- 9) Mentor students, especially graduate students, and assist them in their pursuit of their degree, such as providing academic and career advisement.
- 10) Develop strong relationships with colleagues within the department and throughout the institution for an enhanced learning environment that values interdisciplinary study.
- 11) Participate in professional and collegiate organizations, including as a committee member, to remain abreast of all emerging developments.
- 12) Preparing documents for the college accreditation process: NBA, NAAC
- 13) Builds relationships with parents to enhance the knowledge of their wards..
- 14) Preparing documents for NABL Verification.

★ Seminars & Workshops Attended

- Workshop - 'Nano Measures' organized by NGM college Pollachi.
- Workshop - 'Emerging Trends In Material Science, Nanoscience And Nanotechnology' organized by PSG College of Technology, Coimbatore .
- Workshop - 'Recent Development In Physics' organized by Sri Vishalakshi college for Women, Udumalpet
- Acted as judge in judging panel for the Science Expo in 'Veetuku Oru Vingnaani' organised by Puthiya Thalaimurai Channel.
- Acted as judge in judging panel for the Science Expo in 'Veetuku Oru Vingnaani' organised by Kavery Channel.
- Webinar- 'Role Of Polymer In Daily Life' by Sri Ranganathar Institute of Polytechnic College, Coimbatore-12th June 2020
- Online Quiz- 'General Physics' By Govt Polytechnic College, Theni
- Webinar- 'Skill Set For Enhancing Employability' by Sri Eshwar College of Engineering And Technology, Coimbatore - 30th June 2020
- Webinar- 'Where Will You Fit In To The Real Time Project' by Sri Eshwar College of Engineering And Technology, Coimbatore.- 2nd July 2020
- E-Quiz- 'Physics And Our World' BY Indian Academy Degree College, Bangalore-2nd and 3rd July 2020
- Workshop- 'Materials Technology Advancement In Current Scenario' by Sathyabama Institute Of Science And Technology-4th to 10th July 2020
- Webinar- 'Improving Cognitive Domains In Students Online Learning' by CIT Sandwich Polytechnic College, Coimbatore-6th July 2020
- National Level e-Quiz- 'Light & Sound' by Sacred Heart College, Tirupattur – 10th July 2020.
- Webinar- 'Quantum Dot Cellular Emerging Technology' by Sri Eshwar College Of Engineering And Technology, Coimbatore.- 20th July 2020
- Webinar- 'Effective Interviewing Skill' by Sri Ranganathar Institute of Polytechnic College, Coimbatore-27th July 2020.
- Webinar- 'Vidya (Science of Happiness)' by Sri Eshwar College of Engineering And Technology, Coimbatore.- 1st August 2020

Education

October - 2016	Prist University Master of Philosophy in Science
April - 2014	Bharathiyar University Master Of Science in Physics
April - 2012	Bharathiyar University Bachelor of Science in Physics

Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date -
Place – Coimbatore

SIGNATURE
PRADEEPA R