

P. SHANTHI

NO: 22, EAST STREET, OLD SARAM

PUDUCHERRY-605013

MOBILE NO:9003437309

E-MAIL ID:shanthigayathri23@gmail.com

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### **OBJECTIVE:**

To secure a challenging position in a reputed organization, where I could present my skills and also to develop my knowledge, to serve the best with commitment.

### **WORKING EXPERIENCE :**

- **Worked as Primary class Teacher in Velammal Matric. He. Sec. School, Panchetti, Ponneri. from 2007 to 2013.**
- **Worked as Primary class Teacher in Velammal Vidyalaya, Melayanambakkam, Chennai. from 2013 to 2014**
- **Worked as Computer Asst cum Head of the Dept. in SREE MOTHER VIDHYASHRAM SR SEC SCHOOL KILIYANUR from 2015 To 2023, April.**

### **EDUCATIONAL QUALIFICATION:**

- **S.S.L.C:** March 2004 passed out with from St. Joseph's girls higher secondary school, Mugaiyur, Villupuram Dt.
- **HIGHER SECONDARY EXAMINATION:** March 2004 passed out with from St. Joseph's girls higher secondary school, Mugaiyur, Villupuram Dt.

- **UNDER GRADUATE DEGREE:** B.A., in Annamalai University, Chidambaram with **78.8%** in 2007.
- **POST GRADUATE DEGREE:** M.Com (EDUCATION MANAGEMENT) in Annamalai University with **SECOND Class** in 2014.
- **Completed Basic Guide Captain Course in the year 2008.**
- **Diploma Course : D. C. A( Diploma in Computer applications)**

#### **LANGUAGES KNOWN:**

- **English**(Read, Write, Speak)
- **Tamil**(Read, write, Speak)
- **HINDI(READ)**

#### **Jobs seeking for:**

1. Academic/ Admin Co ordinator
2. Accounts incharge
3. Typist
4. Data entry.

#### **PERSONAL DETAILS:**

- **Husband Name : Mr. S. DileepKumar**
- **Date of Birth : 23-11-1986**
- **Nationality : Indian**

#### **DECLARATION:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Sincerely,

(P. Shanthi).