



DHANA LAKSHMI R

My Contact

✉ 7dhanumct@gmail.com

☎ 9629057757

📍 221, Muppudathi Amman Koil Street,
Tenkasi - 627811

Skills

- Communication skills : Tamil , English , Hindi (written and verbal)
- Ms Office
- Organisation Management
- Problem solving and Decision Making
- Adaptability and Flexibility
- Leadership and Supervision
- Event Planning and Coordination
- Budgeting and Financial Management

Education Background

- RAUS IAS STUDY CIRCLE , NEW DELHI
GS- INTEGRATED - UPSC COURSE
2019 - 2020
- PARK COLLEGE OF ENGINEERING AND TECHNOLOGY, COIMBATORE
B.E. Mechatronics Engineering
69.8%
2015 - 2019
- St. MICHEALS (G) HR. SEC. SCHOOL , TENKASI
HSC
70.3%
2015
- SRI PARASAKTHI VIDYALAYA
SSLC
82%
2013

Objective

To continue my career with an organization where I can leverage my management, administrative, and communication skills for mutual growth and success. Seeking a role that allows me to contribute effectively to the organization's objectives while further developing professionally. Committed to delivering high-quality results and fostering a collaborative work environment. Eager to make meaningful contributions to the team and advance both personal and organizational goals.

Professional Experience

- **TENKASI DISTRICT EMPLOYMENT OFFICE AND CAREER GUIDANCE CENTRE**
JUNE 2022 - PRESENT

Key responsibilities:

- Competitive exam Teaching and Mentoring
- Programme Coordinator
- Programme Implementation lead
- Research lead
- Team Management
- Student Assessment and Analysis

Interests

- Organisation Management
- Content Writing
- Event Organizing
- Learning and Development

Academic Projects

Design and Implementation of Solar based Trashbin using Arduino

- This innovative trashbin is equipped with solar- powered sensors and an Arduino microcontroller. When the bin reaches its capacity , it automatically triggers a message to the municipal corporation. Utilizing Arduino technology alongside solar panels , our solution ensures sustainable and efficient waste management

Activities

- Cultural Secretary in Park College of Engineering and Technology, Coimbatore (2017-2019).
- Planned and executed diverse cultural events, fostering inclusivity and engagement within the college community.
- National Service Scheme (2015-2017).
- Actively Participated in the seven days special camping programme on the theme of "Healthy Youth For Healthy India" organised at Arasur village, Coimbatore.
- Actively participated in various concurrent programs organised under N.S.S and completed satisfactory two years of service during 2015-2017.
- Active Volunteer in Dengue awareness camp conducted in Peelamedu, Coimbatore
- Actively Participated in National level Workshop on ArduBotics Robotics(Arduino Based Robotics) by IIT Varanasi delivered by Innovians Technologies.Held at Ramco Institute of Technology, Rajapalayam on (28th and 29th July, 2017).

Declaration

I affirm the accuracy of the information furnished herein to the best of my understanding and belief