

RESUME

Lakshmi Priya B S

18,Pallavan Nagar, Keelkattalai, Chennai 117

E.MAIL:lakshmi priya.3395@gmail.com

Mobile No: 9361575025

Career Objective

I am a hardworking and self motivated person who takes pride in a job well done. I have very positive and confident attitude, works well with other and adapt easily and quickly to different working environment.

Academic Profile

DEGREE	INSTITUTE & BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
D.El.Ed*	National Institute of Opening School	2019	70%
B.Sc Mathematics	Sourashtra college	2015	76%
12 TH STANDARD	Sitalakshmi Girls' Hr. Sec. School	2012	74%
10 TH STANDARD	Sitalakshmi Girls' Hr. Sec. School	2010	86%

Other Qualification

COURSE	INSTITUTE & BOARD/UNIVERSITY	YEAR
Dipolma in Computer Applications(DCA)	Computer Education	2013
Dipolma in Gandhian Thoughts (DGT)	Madurai Kamaraj University	2014
Type Writing in English	Tamilnadu Polytechnic colleMadurai	2014

COMPUTER SKILLS

- ❖ MS office (Word, Excel, Power point, Internet Browsing)

Working Experience

Sl. No.	Organization Name / Employer	Position held / Designation	Pay Scale & Gross Salary	Place of Employment	Period of Employment (Month/Year)	
					From	To
1.	ERIC Pvt Ltd	Accts & Admin. Asst	8,000/-	Madurai	July-2015	Dec-2015
2.	SRS NIAGARA SOLUTION Pvt Ltd	Admin. Manager	10,000/-	Madurai	Mar-2016	May-2016
3.	BHARATHIYA VIDYALAYA NURSERY & PRIMARY SCHOOL	Teacher	12,000/-	Madurai	Jun-2016	Jan-2019

Roles & Responsibilities

❖ I have experienced as ERIC Private Limited Accounts oriented.

- Management of petty cash transactions.
- Preparation of every month Salary wages.
- Preparation of stock maintaining & Manufacturing A/c.

❖ I have experienced as SRS NIAGARA Sln Private Limited ADMIN MANAGER

- Daily basics, I will assign the work for all the field workers under my knowledge.
- Managing with multiple assignments when facing the busy schedule.
- Create new ideas for both work improvement.
- Controlling Field force & Target fixing for Sales development.
- Staff Management & Vendors management.
- Prepare Invoice and follow
- Email Management
- Record Inward & Outward correspondence
- Maintain over all files and records.

❖ **I have experienced as teacher in BHARATHIYA VIDYAIAYA NURSERY AND PRIMARY School**

- Teaching English to Primary students.
- Applying innovative interactive methods to make learning fun.
- Prepare question papers and correcting answer sheets.
- Working with others to plan and coordinate work.
- Teaching all areas of the primary curriculum.
- Taking responsibility for the progress of a class of primary-age pupils.
- Organising the classroom and learning resources and creating displays to encourage a positive learning.
- Motivating pupils with enthusiastic, imaginative presentation.
- Maintaining discipline.
- Meeting requirements for the assessment and recording of pupils' development.
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meeting.
- working with others to plan and coordinate work.

Personal Profile

Date of Birth : **03/03/1995**
Father's Name : **B. K. SARAVANAN**
Husband's Name : **K. D. SARAVANAN**
Gender : **Female**
Language Skills : **Tamil & English (Read, Speak & write), Sourashtra (Speak)**
Nationality : **Indian**
Permanent Address : **No.18, Pallavan Nagar, Keelkattalai Chennai 117**

Declaration:

I do hereby declare that all the information given by me is true to the best of my knowledge.

Place: Chennai

Date :

Yours Faithfully,

(LAKSHMI PRIYA B. S)