

CONTACT

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 3/39, Perumal koil street,
 Chettipedu, Kanchipuram 
 -602105

PERSONAL DETAIL

Name : P.Yogeshwari
 DOB : 06/06/1994
 Marital Status : Unmarried
 Alternate Mob. No. : 6383746294



EDUCATION

(May 2015)

B.E (Computer Sciences and Engineering)

Graduated with First Class **(7.3 CGPA)**

Apollo Engineering College

Anna University, Chennai

(May 2011)

HSC

Bio Math's group with **(73.25%)**

Sarojini Varadhappan Girls Higher Secondary School,
 Poonamallee.

(May 2009)

SSLC

Passed with **(86.5%)**

Government High School,
 Jamin Thandalam.

KEY SKILLS

Microsoft Office	●●●●●○
Tally Basic	●●○○○○
C Language	●●●●●○
OOPS Using C++	●●○○○○
HTML	●●●●●○
Front Page	●●○○○○
Team Management	●●●●●○
Problem Identifying & Solving	●●●●●○
Dedication to Improve Work	●●●●●○

PROFESSIONAL EXPERIENCE

Executive Secretary

May 2020 – November 2022

Saveetha University

- Agenda of Board Meet (Result Analyzing).
- Result Publishing.
- Maintaining staff pattern for different universities.
- Appointment of Question paper setters and examiners during university examination.
- Coordinating with external examiners during paper valuation.
- Conduct the examination and make all other arrangements therefore and be responsible for the execution of all process connected therewith.
- Maintaining all confidential work during university examination.

Secretary

March 2018 – April 2020

Saveetha University

- Sending and Receiving all mails from concern department.
- Cab Booking for Externals.
- Providing and Listing Convocation, Toppers and Rank list.
- Preparing Settlements of Bills for External.
- Maintaining Confidential Files (NAAC & NBA).
- Preparing & verifying statement of marks and sending to concern colleges

Assistant Secretary to COE

March 2016 – Feb 2018

Saveetha University

- Assisting all University related works.
- University Examination preparation works
- Maintaining files

INTER UNIVERSITY AWARDS

- **Service Award** March 2021
- **Attendance Award** March 2017