

T. ARCHANA
PUBLIC SPEAKER



I am a creative person. I take interest in customer service, technical service, human resources planning, training, cold call handling, and resolution provider, societal dynamics to further enhance my skills in various dimensions.

CONTACT

DOB 04 FEB 1990

PHONE

9969166913 / 9003261592

ADDRESS

Lived at Mumbai, Maharashtra

Native: Tirunelveli, Tamilnadu, Indian

EMAIL ADDRESS

arcarchjob@gmail.com

SOCIAL MEDIA LINKS

YOUTUBE LINK

<https://www.youtube.com/channel/UCTiwbmjXVpOs0uaO3nCBFYw>

FACEBOOK'

<https://www.youtube.com/channel/UCTiwbmjXVpOs0uaO3nCBFYw>

LINKEDIN

<https://www.linkedin.com/in/archana-t-41a6031b0/>

BLOG

WEBSITES, PORTFOLIOS, PROFILES

PowerPoint Presentation or Video Editing

<https://drive.google.com/drive/folders/11LpvLi8JP353YdTQABYvafz7Miyav0qW?usp=sharing>

WEB DESIGNED RESUME

<https://archana4290.github.io/Archana-Resume/>

DESIGNED E COMMERCE RESPONSIVE WEB PAGE

<https://archana4290.github.io/ecommerce1/>

ROUGHLY DESIGNED ECOMMERCE FOR LEARNING PURPOSE

WORK HISTORY

Feb 2024
till Current

PUBLIC SPEAKER TRAINER

PLANET SPARK-REMOTE

- Remote job in a global training platform for public speaking & communication skills of all age groups (Part time working based on students availability)

Mar 2024

WEBSITE DESIGNING – REMOTE

- Website designing for Mewalla Consultancy Service (freelancer)

Sep,2023-
Nov, 2023

COUNSELOR (CUSTOMER SUPPORT) – REMOTE

- Counselor (lead generation) on remote for Sarvm AI, Logistics, Retailer & Sales team (2023) at SARVM app creators

Mar, 2023-
Jul, 2023

COUNSELLOR (SALES DEPT.)/Educational counselor -REMOTE

- On remote for Lead IAS Junior Academy (2023) creating awareness among parents and students who wants to pursue the course during academics for their future job.

2021- 2022

SOCIAL SERVICE –REMOTE

- Teaching on remote, (during COVID) (nonprofit basis, freely)

Jul, 2019-
Aug,2020

CSR CONSULTANT & CLIENT COORDINATOR

- I was the communication mediator between firms and lead employees and also helped them technically and non-technically for the same and different firms.

- As per the concern of district collector, Helped troubled unemployed youths, planed village activities plus client meetings. Project goal is uplifting talented females and average females by opening their eyes and especially to

<https://arcarch4.github.io/Butterfly/>

<https://arcarch4.github.io/SHop/>

STORY TELLING

<https://drive.google.com/file/d/1jCuHbMD7eK5hCNlj5oPlgRNhxGAkR0A2/view?usp=sharing>

SKILLS

- Leadership
- Public Speaking
- Problem-solving Abilities
- Excellent Communication Skills
- Training development
- Administrative support Expert
- Key stakeholder relationship building
- staff education & training
- Technical support
- Love exploring new things
- Creative

LANGUAGES

ENGLISH 4.5 ★

HINDI 4.5 ★

TAMIL 3.5 ★

Telugu 2.5 ★

MARATHI 2 ★

MALAYALAM 2 ★

BENGALI 2 ★

EXTRA-CURRICULAR ACTIVITIES

improve the progress level socially and psychological interaction with the society.

- i trained students on coding languages like C, Python, Website development, Frontend, Oracle SQL, also in english communication, interview skills, personality development and public interaction.
- We assisted both for our firm and external firms too. Worked for the well-being in "FEMALE EMPOWERMENT". Also encouraged any gender to get "new business start over's or existing businesses allowed to work with our firm.
- I have assisted parents with difficult choices by motivating disabled children to face the crowd confidently and boldly and also helped such kind to enhance their own field's marketing abilities to progress in a profitable way.

2018

TRAINEE TO BE A TRAINER

- Guided me of how to train the students for various fields and for competitive exams.

Mar, 2015-
Dec, 2016

HOMETUTIONS

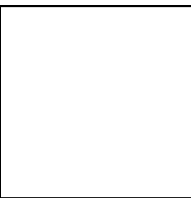
- I worked as teacher taking home tuitions for a dyslexia student of age 4 for painting, for other normal students of standards 2nd, 3rd, 4th, 6th, 7th, 9th, 10th standard students.

Jun, 2014-
Jul, 2015

EVENT MANAGER

- Client interaction and negotiating with the amount for event management conduction at Moon event management services.

<ul style="list-style-type: none"> • Taught self defencing to girls • Empower females • Handle new perspectives, guide the same • Face challenging life situations,train on same • Train on software-oriented programming • CSR coordination & in charge of village development projects to help students with talents • AWARDED : 1st place for painting in 7 minutes colorful scenery in college • AWARDED:2nd place in essay competition of employees and school students, by NPCIL 	Jan, 2014– Apr, 2017	HR EXECUTIVE <ul style="list-style-type: none"> • Personal Interest as a social service motto Jan,2014 – Sep,2016 (social servicing/helping friends) & Officially Sept,2016 – April,2017 • Additionally at EMAAR firm worked as a HR executive in different firms. Recruiting technically and non technically skilled candidates based on qualifications, performance and level of confidence. Worked for MNC, district abroad based companies. • I initiated to get tie up with a NEPAL company for solar street lamps project for client interaction • Also worked for Job Seeks for You (JS4U) for MNC recruitment and regional recruitment.
RESEARCH PAPERS PUBLISHED	Dec 2013 – Feb 2014	TECHNICAL SUPPORT EXECUTIVE
<ul style="list-style-type: none"> • Unjustifiable-“justice for males”(IJSREM),2018 <p>https://ijsrem.com/volume-04--issue-05-may-2020/</p> <p>Criminal Justice,Forensics & Victimization (SASCV),2023</p>	Jul,2013 - Oct,2013	<ul style="list-style-type: none"> • Worked in SITEL ,Tidel Park for U.S.A. customers, troubleshooting hardware and software issues.
<ul style="list-style-type: none"> • Evidence / Priorities in terms of Favourism <p>https://drive.google.com/file/d/1jCuHbMD7eK5hCNij5oPlgRNhxGakROA2/view?usp=sharing</p>	Dec 2011 – Oct 2012	TEMPORARY EDUCATIONAL COUNSELOR <ul style="list-style-type: none"> • Counseling students such that they must take the course where they have bright side of the future at IIHT
CERTIFICATIONS		ELECTRICAL TRAINEE <ul style="list-style-type: none"> • I also worked as Electrical trainee for an year working on PLC SCADA, PCB electrical designing for designing and manipulating machinery behavior to make its functional abilities time, cost effective and more productive. (10 Months from 2011 – 2012) at ARUN REGA BAKERY & MACHINERIES PVT. LTD.
MINAR MANAGEMENT AND PROFESSIONAL SERVICES INDIA <ul style="list-style-type: none"> • Communicate For Effectiveness • 2016 (1 YEAR) with live public speaking project <p><u>CISCO NETWORKING ACADEMY</u></p> <ul style="list-style-type: none"> • 	EDUCATIONAL HISTORY	SSLC <ul style="list-style-type: none"> • Atomic Energy Central School (A.E.C.S), Mumbai – CBSE BOARD • Science, Physics, Chemistry, Biology, Mathematics
	Mar,2004- May,2005	



Exploration: Network Fundamentals		<ul style="list-style-type: none">• Grade :64%
<ul style="list-style-type: none">• 2007 for 1 year <u>TECH INNOVATES</u> <ul style="list-style-type: none">• Embedded Robotics & Artificial Intelligence• 2014 for 2 months live project <u>INTERNSHALA</u> <ul style="list-style-type: none">• BUSINESS COMMUNICATION• 2018 for 2 months with live project <u>ONLINE COURSES</u>	Apr, 2006- Feb, 2007	HSC <ul style="list-style-type: none">• Atomic Energy Junior College, (A.E.J.C)• Vocational: Electronics• Grade : 72%
	Apr, 2007- Nov,2011	DEGREE <ul style="list-style-type: none">• Anna University Chennai• Electronics and Communication Engineering• Grade : 68%
Python Programming	Nov,2012- May, 2013	PG DIPLOMA National Institute Of Electronics And Information Technology(NIELIT), Chennai
Cyber Security		Embedded & VLSI Systems Designing Grade : 92%
Full Stack Web Development, UI/UX Designer	Continued	PG DIPLOMA Skill Academy Pvt. Ltd., Of Testbook Pvt. Ltd. Data Science
		HIGHLIGHT For international Youth day, won first for All India Essay competition organized by Shri Rama Chandra Mission in collaboration with United Nations Information center for India and Bhutan conducted by Sahaj Marg Research & training institute (during college days)