



SARIGA DEVI H

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INTERESTS & SKILLS

- ✓ Web Content Development
- ✓ Copywriting
- ✓ Project Management
- ✓ Market Research
- ✓ Article Writing
- ✓ Social Media
- ✓ Fast Learner, Creative thinker, Active listener and a Team player.
- ✓ Exceptional written and verbal communication skills.
- ✓ Ability to have deep online research on topics given.
- ✓ Generate content which is original, error-free and plagiarism free.

LANGUAGES

- **English:** Written & Spoken
- **Tamil:** Written & Spoken
- **Hindi:** Understanding

PERSONAL DATA

DOB : 4th July 1997
Sex : Female
Nationality : Indian

ABOUT ME

As an inquisitive soul who loves to explore, reading and writing has always given me immense pleasure and delight, now that it has become a part of myself.

PERSONAL SUMMARY

- I would love to be part of the SEO team and supporting in writing content for websites, Blogs, Social media posts, advertising copy, proofreading etc.
- I am currently mentoring & tutoring language proficiency classes for school students.
- I always had a keen interest in the English language, and I believe that the combination of my interests and passion towards work, will bring professional success for me and my employer.

ACADEMIC QUALIFICATION

- ✓ M.A. English Literature, Madras University (Distance Education) - Passing Year- 2021
- ✓ B.A. English Literature, Lady Doak College, Madurai -2017 (64%)
- ✓ State board 12th, Subbiah Vidyalayam, Tuticorin -2014 (73%)
(English Language – 95%)
- ✓ State Board 10th, Subbiah Vidyalayam, Tuticorin -2012 (92 %)
(English Language – 97%)

ACHIEVEMENTS & AWARDS

- ✓ Certificate for exhibiting exemplary “**Analytical, critical thinking and Interpersonal Skills.**” 2017
- ✓ Certificate for “**Personal Meritorious Achievement**” for maintaining a good academic record. 2017

ACTIVITIES

1. Mentoring & Tutoring Language Proficiency classes for English & Tamil for School students.
2. Been an active member of fine arts club in Lady Doak college.
3. Volunteered for “Express Phone Mentoring” in TALENT QUEST FOR INDIA (TQI)
4. Bal Vikas Student, in Sri Sathya Sai Seva Organisations India.
5. Participated in
 - Science talent search contests.
 - “NAT GEO JUNIOR HUNT QUEST” conducted by National Geographic Channel.
 - “SPEAKING AND LISTENING SKILLS” held in Kodaikanal Christian College Online and offline quiz competitions from various colleges in Language and Literature.

PROJECT EXPERIENCE

S No	Project Particulars	Role	Team Size	Duration In Months
1	English as a Generative, Interactive, Resourceful, Learning Skill	Team Leader	5	12

About Project:

- Life Frontier Engagement avouches English knowledge to the impoverished students who are deprived of the right to quality education at a rural government school in Madurai.
- The responsibilities associated with a project of this nature requires professional and social skills
- Such as leadership, team management, effective communication, imaginativeness and time management. In both my academic and personal life. Received appreciation from my peers and professors as adaptable to change.
- In the process of teaching and diverse learning learnt to apply managerial skills and personal skills such as passion, courtesy, connectivity and humanity.

Outcome:

As a part of this experience we associated ourselves with administrators and counselors to address the academic needs and behavioral issues of students and to give them exposure on productive vocational and interpersonal skills resulting in holistic development.

Leadership:

As a leader of the student community I leveraged my skills in developing the student led after school tutoring classes and marked improvement in the reading and writing skills of students in a short span by constant inputs and rigorous practice.

There was a remarkable change in their behavior and study patterns and the students exhibited extra enthusiasm in academics and extra- curricular activities.