# **RESUME**

**S.NADHIYA** 13/20, SBI Colony, 3rd Street,

100 Feet Road, Nanganallur,

Chennai - 600061

Nadhiya1984@gmail.com : 9788595063

## OBJECTIVE

Looking for an opportunity to secure the position of a Teacher where I can employ all my skills for the benefit of the school. To use my knowledge and talent to educate the students and make them literate to survive in today’s world.

**ACADEMIC PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **INSTITUTION** | **YEAR OF COMPLETION** | **PERCENTAGE** |
| B.Ed  (Computer Science) | Sri Balaji College of Education, Vasudevanur | 2015 | **77%** |
| M.Sc  Computer Science | Vysya College, Salem | 2007 | **71%** |
| B.Sc  Computer Science | Bharadhiyar Arts and Science College, Attur | 2005 | **74%** |
| H.S.C | Saraswathi Matric Hr.Sec.School, Attur | 2002 | **82%** |
| S.S.L.C | Saraswathi Matriculation School, Attur | 2000 | **71%** |

## EXPERIENCE

* Worked as a ***Teacher*** in **SHRI SWAMY MATRIC HR. SEC. SCHOOL**, Salem from June 2015 to Feb. 2018.
* Worked as a **Senior Coordinator** - Customer Service (Export Documentation) in **HAPAG LLOYD GLOBAL SERVICES,** Chennai, from September 2007 to July 2014.

**Team:** Worked in THAILAND, CANADA, SINGAPORE & MALAYSIA Team’s.

**Job Responsibilities:**

Handled standardization process for all regions like **Singapore, Vietnam, Thailand, Indonesia   
and Malaysia**.

**Process Description**:

Had a complete knowledge on all the sub-processes - B/LIndexing, B/L Inputting, B/L Correction, B/L Releasing, B/L transmission.

**HIGHLIGHTS:**

* Lesson Plan Expertise
* Academic Performance Evolutions
* Enthusiastic and Hardworking
* Possess Positive Attitude
* Responsible towards Work
* Self-motivated and directed.

**APPRECIATIONS:**

* Got appreciation from the school **PRINCIPAL** and **SECRETARY** regarding   
  my teaching, dedication and caring of students.
* Got **“DANKE SER”** award for my excellent performance in the month of FEB 2013 and nomited more than 8 times for this award.
* Got **“KNOWLEDGE MASTER”** award for shared my creative ideas and thoughts for improving my team accuracy and productivity in the year of 2013.

**EXTRA-CURRICULAR ACTIVITIES:**

* Participated in ZEST-2014 and won cash reward.
* Participated in all entertaining activities during PONGAL, DIWALI, HOLI, ONAM which has been conducted by HR and won cash reward.

**PERSONAL SKILLS**

* Comprehensive problem solving abilities & willingness to learn new thing.
* Strong knowledge of utilizing all the modern teaching aids.

## PERSONAL DETAILS

Father Name : P.K. Sundaram

### Date of Birth : 15.11.1984

Gender : Female

Marital Status : Married

Language Known : English and Tamil Hindi (Read and Write)

Hobbies : Listening to music and Gardening.

I hereby declare that all information and particulars furnished by me are true to the best of my knowledge and belief.

Place: Chennai Yours Faithfully,

Date:

**(S.Nadhiya)**