

## **NAIR AYSWARYA ACHUTHAN**

House No.60,Chundayil Kalam,  
Keralassery P.O.  
Palakkad,  
Kerala - 678641  
**Mob:** 9947730789,9633880458  
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### **OBJECTIVE**

I intend to build a career with a leading organization and utilize my skills & educational knowledge to increase the productivity and quality output of the organization.

### **ACADEMIC CREDENTIALS**

| <b>Subject</b>         | <b>University/Board/Institution</b>                        | <b>Grade/Marks</b> | <b>Yearpassed</b> |
|------------------------|--|--------------------|-------------------|
| <b>M. A. Sociology</b> | IGNOU  | 61%                | Dec-18            |
| <b>B.Sc. Botany</b>    | CALICUT UNIVERSITY,<br>NSS COLLEGE, OTTAPALAM              | 87 %               | Mar-15            |
| <b>XII</b>             | MAHARASHTRA STATE BOARD,<br>DHARAMPETH<br>COLLEGE,NAGPUR   | 81.33%             | Feb-12            |
| <b>X</b>               | MAHARASHTRA STATE BOARD,<br>SARASWATI VIDYALAYA,<br>NAGPUR | 91.82%             | Mar-10            |

- Qualified Kerala Government Technical Examination(Lower English Shorthand ) September –October 2021

## **WORK EXPERIENCE**

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- Worked in various academic sessions, coaching centres as Academic Instructor for more than 2 years(2014-2016) as part time and full time job as well.
- Worked as Project Assistant in Kerala Forest Research Institute from July 2016 to February 2019.(2yr & 7 months)
- Worked as Project Fellow in Kerala State Biodiversity Board from September 2019 to April 2021.(1yr & 7 months)
- Worked as Office Assistant in Travel & Tourism Company from November 2021 to January 2022
- Took a break(related to MATERNITY )
- Joined as office assistant in Travel company (above mentioned) work from home since May 2023.

## **RESPONSIBILITIES HANDLED**

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- Taught to students from class 9<sup>th</sup> to 12th standard students(State board, CBSE,CRASH COURSES)
- Handled the subjects such as biology, chemistry, English(Grammar) , Hindi.
- Conducted and coordinated parent teacher meetings, telecalling for admission of students,etc.
- Delivering lectures in different training programmes and seminars for the trainees.
- Coordinating class room lecture sessions and field demonstration session.
- Preparing programme schedules, training reports.
- Compiling lecture notes/ study materials.
- Responsible for assisting the concerned officers by rendering a helping hand in office support activities.
- Carried out effective and continuous communication with different stakeholders including IFS Officers, forest officials, other

government staffs, NGOs, researchers, field functionaries, farmers, students, etc.

- Making travel arrangements and hotel reservations for guests, clients & directors of various institutes.
- Maintaining & updating records of all office assistance aspects and ensuring confidentiality.
- Handling of account settlements and forwarding it to the accounts team for the release of payment.
- Taking care of general assistance activities like administration, verification of stationary stock, courier, etc.
- Visiting LSGs of Palakkad district to ensure the smooth functioning of BMCs (Biodiversity Management Committee)
- Completed PBR (People's Biodiversity Register) of pending LSGs. (Kerala is the first state to have PBRs in all its LSGs.)
- Data collection of bioresources from different farmers, stakeholders, nurseries from panchayath levels.

## **KEY SKILLS**

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- Good command over spoken and written communication skills (Fluency in English, Hindi, Malayalam, Marathi)
- Ability to establish and maintain good working relation with all the levels of executives.
- Knowledge of office basics including printer, fax machine and scanner.
- Ability to work independently and in team environment.
- Management of busy calendars.
- Knowledge of shorthand writing.
- Excellent in learning new activities.
- Ability to deliver under pressure.
- Enthusiastic, creative and willing to take up increased responsibility.

**PERSONAL INFORMATION**

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**Date of Birth** : 08-01-1995

**Languages known** : English, Hindi, Malayalam, Marathi,  
Tamil.

**Marital Status** : Married

**REFERENCE**

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1.Mr. Babu Bonaventure  
Retired DFO  
District Coordinator,  
Kerala State Biodiversity Board, Palakkad  
8075733843

I hereby declare that the above mentioned are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.



**Signature**