

Sheeba Rani

Chennai, Tamil Nadu

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Work Experience

Administration Executive, HR

Pranavam Research and Development Organisation

February 2018 to Present

- We are Educational Consultants for NAAC and NBA accreditation over 30 Engineering colleges recently.
- Guiding college faculties in documentation process to achieve their NAAC/NBA SSR/SAR report to get best grades in their accreditation process
- Recruiting Office staffs, Professors and Associate Professors based on the college requirement
- Publishing Journal papers in our website
- Maintaining all records in and out process of the company
- Preparing invoices, budgets, Reports, Responding mails etc.
- Preparing RTI to Anna University Registrar, VC and other universities to find out the forgery doctorates for the welfare of public and student community

Education

Bachelor's in Computer Applications

Madras University - Chennai, Tamil Nadu

May 2013 to May 2016

Bachelor's

Skills / IT Skills

- Microsoft word, Excel, PowerPoint (7 years)

Languages

- English, Tamil, Telugu - Fluent