

Archana R

Your Address

National Institute of Technology
Tiruchirappalli, India

Gender: Female
Date of Birth: 22/05/1997
Email: Your Email
Contact: Your Mobile number



Educational Qualification:

Year	Degree/Examination	Institution/Board	CGPA/Percentage
2020-2022	M.A. English Language and Literature	National Institute of Technology, Tiruchirappalli	8.5
2017-2020	B.A. English Language and Literature	Amrita School of Arts and Sciences Kochi, Amrita Vishwa Vidyapeetham	8.37
2017	Class XII	S.D.A. Higher Sec. School, Thiruvilwamala, Thrissur ICSE	80.6%
2015	Class X	S.D.A. Higher Sec. School, Thiruvilwamala, Thrissur ICSE	74%

Work Experience:

- **Freelance Audio Transcriptionist, Rev.com** *Oct 2021 – April 2022*
 - Providing accurate audio and video transcriptions that meet the company's high standards.
 - Maintained an impeccable record of completing every claimed file before overdue time.
 - Within less than a month graduated from Rev's beginner program, having met the requirement of a 4.5 rating out of 5.

Areas of Interest:

- Teaching
- Research
- Creative writing
- Transcription

Skills:

- Communication skills
- Adaptability
- Interpersonal Skills
- Leadership Skills
- Ability to meet deadlines
- Persuasion Skills
- Office 365

Academic Achievements and Co-Curricular Activities:

- Won third place in a debate competition at Amrita School of Arts and Sciences Kochi, 2019
- Represented Amrita School of Arts and Sciences in Mathrubhumi “Speak for India” inter-college debate competition, 2019
- Won second prize in an inter-school essay competition conducted by SAI Foundation, in 2017

Extracurricular Activities:

- **Positions of Responsibility:**

- i. **Class Coordinator of M.A. English Language and Literature.**

Jul 2021 – April 2022

Coordinated Fresher’s Day event,
Conducted elections for English Association.

- ii. **Production team member in a Film Workshop organised at Amrita School of Arts and Sciences Kochi.**

Jan 2020- Feb 2020

Worked with other team members to identify suitable locations according
to the plot of the short film.

- **Social Activities:**

- i. Campaigned for multiple blood donation drives undertaken by Amrita Institute of Medical Sciences Kochi.
 - ii. Organized and ensured the successful execution of multiple charity programs and cleanliness initiatives as a part of the social initiatives of Amrita School of Arts and Sciences Kochi.

- **Sports Activities:**

- i. College football team goalkeeper in Amrita School of Arts and Sciences Kochi, 2019
 - ii. Won first prize for volleyball in school sports fete S.D.A. Higher Sec School Thiruvilwamala, 2017
 - iii. Won second prize for 100mts sprint S.D.A. Higher Sec School Thiruvilwamala, 2017