



# Nivashini Devaraj

## Office Administrator

Multi-tasking administrator well-known for creating positive workplace culture. An organized professional with proven counseling, guidance, and teaching skills. Ability to be a team player and resolve problems and conflicts professionally.

✉ nivashinid@gmail.com

📞 9042940392

📍 M2, Stepstones Prasanas apartment, Ottiyambakam  
main road, Ottiyambakam - 600 130, Chennai, India

## WORK EXPERIENCE

### Office Administrator

The M.S Green Education for Bachpan play school

05/2017 - 10/2019

Tiruppur

#### Achievements/Tasks

- Coordinated communications, financial processing, registration, record keeping, and other administrative functions.
- Interact with people by phone, email, or in-person to provide and get information.
- Acquiring necessary items required for students and the office.
- Handling enquiries and admission procedures.

## EDUCATION

### MSc - Computer Technology

PSG College of Technology

06/2012 - 04/2014

GPA: 8

#### Internship

- Intern Software Developer,  
Nuappz, Coimbatore

### BSc - Computer Technology

Hindusthan College of Arts & Science

06/2009 - 04/2012

Percentage: 72%

### Higher Secondary

Veveham Higher Secondary School

06/2008 - 04/2009

Percentage: 82%

### Secondary School Leaving Certificate

Saradha Vidhyalaya Matriculation Higher  
Secondary School

06/2007 - 04/2008

Percentage: 87%

## SKILLS

Corel Draw : Intermediate



MS Excel



MS Word



MS Powerpoint



Coordinating events



Interpersonal communication



## LANGUAGES

English



Tamil



## INTERESTS

Reading books

Painting