

Phaveethra.V.M

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KEY SKILLS & DESCRIPTION

- MS Office.
- Writing
- Team player
- Inquisitive & empathetic in nature
- Broad-minded
- Ability to analyze societal & environmental problems.
- Marketing (Google Adwords, Mail & Social Media).

ACHIEVEMENTS

- Rajyapuraskar Award (Governor Award) from the Scouts & Guides Association in Tamil Nadu, India.
- Best Guide Award for the year 2010.
- General Knowledge award for the year 2012.
- Presented a paper on the topic 'Sustainable Rehabilitation Model' based on the Chennai Floods.
- Got two of my articles published in my Undergrad-Department Journal named 'Spotlight.'
- Organized and won many Quiz competitions in College level.
- Planned and participated in various events associated with being a member in units like the **Bharat Scouts & Guides**, People's Club (M.O.P Vaishnav College for Women), **Zonta International** Club, Literary Club, Eco Club, Computer Club and the **NSS** (National Service Scheme).
- Successfully conducted a **game stall** titled 'The Tinsel Town,' on the eve of the MOP BAZAAR which generated an amount of Rs.7000.
- Conducted **Charity Car wash** with a team of like-minded college students to donate to the Blue Cross of India which generated a profit amount of Rs. 31,000, as part of the live project from the SEAL Course.

EXPERIENCE

UCFS Logistics, Chennai - *Administrator*

July 2017 - PRESENT

- Administering staff, organizing work, providing assistance in case of staff shortage, handling mails, writing official letters, making quotations, writing synopsis, researching articles for company's growth & maintaining the website & social media accounts of the company.
- Brainstorming ideas for refurbishment & conducting snapshot studies.
- Marketing in the form of Digital, Email & Social Media Marketing in search of potential customers.
- Analyzing company's growth & coming up with Development strategies.
- Interacting with the staff and helping them solve their grievances, assessing their performance and helping them in case they need upskilling.

Nansei - NGO for farmers, Chennai - *Part time content writer*

July 2017 - January 2018

- Marketing, creating slogans, researching articles, commenting on social media.
- Making questionnaires.

Brakes India Limited, Chennai - *Internship Training*

APRIL 2015 - MAY 2015

- Interned at the 'Brakes India Limited' - Personnel & HR department.
- Coordinated with the officials in conducting a blood donation camp at Brakes for two days.

EXTRA CURRICULAR & FIELD WORK

- As part of the **NSS** forum, we visited different factions of the society, including the local Women's groups, Visually Challenged communities, Orphanages and a home for victims of human trafficking, which served as a real eye-opener.
- Participated in rallies, talks to support and create awareness for various causes.
- Participated in the one-day training program titled "The Rights of Women" at The M.O.P. Vaishnav College for Women, sponsored by "The National Human Rights Commission."
- Participated and successfully completed the **SEAL (Strategic Enhanced Ability to Learn) course**, which is an all encompassing professional course to equip oneself to become an entrepreneur or join a corporate office. It is an United Nations recognized and certified course.
- Presently working in an NGO called as the **NIZHAL**, where I actively volunteer in planting and caring for trees in and around Chennai. Most,

importantly I'm now assigned as the official caretaker for the freshly planted trees in my area.

EDUCATION

THE UNIVERSITY OF MADRAS - *M.A. Sociology*

JULY 2016 - OCTOBER 2016

- Discontinued study owing to certain reasons.

M.O.P VAISHNAV COLLEGE, Chennai - *B.A. Sociology*

JULY 2013 - APRIL 2016

- Percentage - 72%

C.S.I BAIN SCHOOL, Chennai - *12th Grade*

- MARCH 2013

- Percentage - 87%

C.S.I BAIN SCHOOL, Chennai - *10th Grade*

- MARCH 2011

- Percentage - 80%
- Completed a four-module English language course in the year 2011, at the British Council, Chennai.

LANGUAGES KNOWN

- Tamil
- English
- German (Beginners).

INTERESTS

- Writing, including blogging on my personal blog the 'Incidental Stranger.'
- Reading.
- History and Exploring
- Volunteering
- Travelling
- Learning new things
- Carnatic music

ENCLOSURE

I hereby disclose that the above-given information is genuine to the best of my Knowledge.

REFERENCES

1. Mrs. Uma Maheswari
Head of the Department, Sociology
8754427144
M.O.P Vaishnav College For Women.
2. Mr. V. Manohar
Managing Director
9176555363
UCFS Logistics.