

RESUME

S.NADHIYA

13/20, SBI Colony, 3rd Street,
100 Feet Road, Nanganallur,
Chennai - 600061

Nadhiya1984@gmail.com

. : 9788595063

OBJECTIVE

Looking for an opportunity to secure the position of a Teacher where I can employ all my skills for the benefit of the school. To use my knowledge and talent to educate the students and make them literate to survive in today's world.

ACADEMIC PROFILE

| <u>QUALIFICATION</u> | <u>INSTITUTION</u> | <u>YEAR OF COMPLETION</u> | <u>PERCENTAGE</u> |
|-----------------------------|--|----------------------------------|--------------------------|
| B.Ed (Computer Science) | Sri Balaji College of Education, Vasudevanur | 2015 | 77% |
| M.Sc Computer Science | Vysya College, Salem | 2007 | 71% |
| B.Sc Computer Science | Bharadhiyar Arts and Science College, Attur | 2005 | 74% |
| H.S.C | Saraswathi Matric Hr.Sec.School, Attur | 2002 | 82% |
| S.S.L.C | Saraswathi Matriculation School, Attur | 2000 | 71% |

EXPERIENCE

- ❖ Worked as a **Teacher** in **SHRI SWAMY MATRIC HR. SEC. SCHOOL**, Salem from June 2015 to Feb. 2018.
- ❖ Worked as a **Senior Coordinator** - Customer Service (Export Documentation) in **HAPAG LLOYD GLOBAL SERVICES**, Chennai, from September 2007 to July 2014.

Team: Worked in THAILAND, CANADA, SINGAPORE & MALAYSIA Team's.

Job Responsibilities:

Handled standardization process for all regions like **Singapore, Vietnam, Thailand, Indonesia and Malaysia**.

Process Description:

Had a complete knowledge on all the sub-processes - B/L Indexing, B/L Inputting, B/L Correction, B/L Releasing, B/L transmission.

HIGHLIGHTS:

- Lesson Plan Expertise
- Academic Performance Evolutions
- Enthusiastic and Hardworking
- Possess Positive Attitude
- Responsible towards Work
- Self-motivated and directed.

APPRECIATIONS:

- Got appreciation from the school **PRINCIPAL** and **SECRETARY** regarding my teaching, dedication and caring of students.
- Got “**DANKE SER**” award for my excellent performance in the month of FEB 2013 and nominated more than 8 times for this award.
- Got “**KNOWLEDGE MASTER**” award for shared my creative ideas and thoughts for improving my team accuracy and productivity in the year of 2013.

EXTRA-CURRICULAR ACTIVITIES:

- Participated in ZEST-2014 and won cash reward.
- Participated in all entertaining activities during PONGAL, DIWALI, HOLI, ONAM which has been conducted by HR and won cash reward.

PERSONAL SKILLS

- Comprehensive problem solving abilities & willingness to learn new thing.
- Strong knowledge of utilizing all the modern teaching aids.

PERSONAL DETAILS

| | | |
|----------------|---|--|
| Father Name | : | P.K. Sundaram |
| Date of Birth | : | 15.11.1984 |
| Gender | : | Female |
| Marital Status | : | Married |
| Language Known | : | English and Tamil Hindi (Read and Write) |
| Hobbies | : | Listening to music and Gardening. |

I hereby declare that all information and particulars furnished by me are true to the best of my knowledge and belief.

Place: Chennai
Date:

Yours Faithfully,

(S.Nadhiya)