

SHILPA SATHYA NARAYANA



OBJECTIVE

I am student at CDI college looking for part time jobs in Edmonton. With my experience as an Office Admin, I have excellent communication skill and keen attention to detail. I am well organized and go well with my peers. I am certain I can give service with highest accuracy and utmost focus.



EDUCATION

Diploma | CDI college, Edmonton, Canada

01/2023 – PERSUING

Web Development Diploma

Master of Science | Mangalore University, Mangalore, India

05/2015 – 05/2017

Master of Science in Physics

Bachelor of Science | Vivekananda degree college, Puttur, India

04/2012 – 04/2015

Bachelor of Science in Computer Science, Physics and Mathematics



WORK EXPERIENCE

Office Admin | Pacific Global Immigration, Edmonton

01/2023– 07/2023

LMIA - Coordination with Canadian Business Owners (Employer) to collect the documents (T4, Addendum, Business Licence etc.), posting advertisements on various platforms, filling the required form (Schedule-A), preparing employment contracts, and initiating LMIA on the online portal and follow ups.

Work Permit Application - Advising clients to get various documents, collecting the documents from the clients, filling different forms such as IMM 1295,5475,5476,5406 etc., Creating GC key accounts for the customer and initiating the GC key login questionnaire.

AIT: Document collection, Creating Alberta ID, and Alberta student Number, filling the information on the portal – mytheadsecret.

Scheduling meetings, setting up reminders, following up with prospective employees and employers, miscellaneous advising and guidance.

Physics Tutor | Scope Tuition Center, Bengaluru

01/2021– 12/2022

Planning, preparing physics content (lecture notes, problem solving, laboratory guide), deliver lecture, providing guidance for assignments on National Institute of Open Schooling (NIOS) as well as NCERT syllabus using online platforms such as Google Meet, Zoom etc. Hands on experience using pen tablet for online delivery of course content and office software such as (MS Word, Excel, OneNote, Google Sheets & Drive).

Also, I provided daily report to the management on content delivered, student growth and feedbacks.

Subject Matter Expert | Byjus India

02/2020 – 01/2021

At Byjuss I have been working as a Subject Matter Expert authoring Physics problems for Byju's Online portal. I have also been a mentor for other fellow SME's by providing reviews Feedbacks and training.

On a regular basis I have been meeting with representatives from Byju's providing feedbacks on new features of their website. This has resulted in improved SME experience.

Physics Lecturer | Alva's Education Foundation

06/2017 – 05/2019

For couple of years, I worked as a Physics lecturer for class 11 & 12 teaching NCERT syllabus in India. I have supervised students on lab experiments and conducted various exams and assigned appropriate assignments.

Administrative Clerk (Part-Time) | Akshaya Centre, Paduppu, Kerala, India

02/2015- 05/2015

In my role as an administrative clerk, I have worked on scheduling appointments, filling forms for various government services on behalf of the customers, invoicing the customers, generating daily reports etc. As part of the team of five, I have served 30-40 customers per day on an average. I have been very proficient in using MS office tools, various government websites and with printers & scanners.



SKILLS

- Administrative skills
- Microsoft Word, Excel
- Fast learner
- Team player
- Problem solving
- Critical thinking
- Customer oriented