

## RESUME

**NAME** : GAUTHAM. P  
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### **CAREER OBJECTIVE:**

To fill out a challenging position as an administrative graduate looking to advance in career and apply strong management, organization and relational skills in an administrative position with a growing company.

### **EDUCATIONAL QUALIFICATION:**

#### **Degree**

- Master of Arts (5 year Integrated) in Development Administration, Department of Political Science & Development Administration, The Gandhigram Rural Institute- Deemed to be University, Gandigram
- **Percentage:** 75

#### **High School**

- 12<sup>th</sup> (Computer Science – State Board) in M. V. Muthiah Pillai Mariammal Matriculation Higher Secondary School, Dindigul (2013)
- **Percentage:** 62

#### **Secondary School**

- 10<sup>th</sup> Std. (English – Matriculation) in S.M.B.M.P. Matriculation Higher Secondary School, Dindigul (2011).
- **Percentage :** 70

### **SKILL SETS:**

- MS OFFICE AUTOMATION
- BASICS OF SPSS & MIS
- PRA TOOLS & TECHNIQUES
- REPORT WRITING
- ORGANIZING & COORDINATING

### **AREA OF INTREST:**

- TEACHING, OFFICE ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT.

### **PROFESSIONAL QUALFICATION:**

#### **PROJECT:**

TITLE : STATUS AND PROBLEMS OF RURAL ENTREPRENEURS WITH REFERENCE TO SETTINAICKENPATTI VILLAGE: A CASE STUDY

DURATION : 3 MONTHS

INSTITUTE : THE GANDHIGRAM RURAL INSTITUTE - DEEMED TO BE UNIVERSITY

### **EXTRA CURRICULAR ACTIVITIES:**

- Attended **5 Village Placement Programmes** conducted and organized by “Department of Political Science and Development Administration” in Sevapur, Karisalpatty, G.Kallupatti, Alamarathupatty and Sakkanayakannur from 2013-18.
- Worked as ‘Data Collector’ for Mrs.Pavithra, PhD, at Brown University, USA for the thesis on “**Behavioral Economics**” during 2017.

### **INTERNSHIP EXPERIENCE:**

- Worked as ‘Intern’ in **Kerala Institute of Local Administration(KILA)**, Thissur, Kerala from 1-30<sup>th</sup> December, 2017 and submitted a project on “A study on Harida Keralam Mission”
- Worked for ‘HIV Positive Kids’ through ‘**Camp Rainbow**’ at Batlagundu from 21 to 25 of September, 2015
- Worked as ‘Intern’ in **Reliance Foundation** from May, 2016 to June 2016
- Worked as ‘Intern’ in the field of ‘**NGO Leadership**’ held from 25/05/2015 to 30/06/2015 at “**Peace Trust**”, Dindigul and have secured ‘**A**’ Grade

### **TECHNICAL EXPERTISE:**

- Presented a paper on “*Problems of social excluded community: A Case of Homeless People in Dindigul*” in the **UGC** sponsored National Seminar on “Emerging Socially Excluded Groups in the Era of Globalisation: Advocacy for Inclusion” held during 24 – 25 March, 2014 at ‘The Gandhigram Rural Institute- Deemed to be University, Gandigram’
- Presented a paper entitled “*Socio – economic status of Third Gender: A Study With special reference to Dindigul District*” in the **ICSSR** (New Delhi) sponsored two day National Seminar on “Development at Margins: Marginality and Marginalization in India’s Growth Story” conducted by the Department of Sociology, Periyar University, Salem, between 22/01/2015 and 23/01/2015.
- Presented a research article titled “*Services through ICT to the people: A Study of Punsari Village*” in the seminar on ‘Research Prospects in Digital India’, held on July 9, 2015 for “**Digital India Celebrations – 2015**”

- Participated and presented a paper entitled “*Parliamentary Democracy*” in the UGC sponsored workshop on “The Preamble of Indian Constitution on Judiciary” organized by the ‘Department of Political Science and Development Administration, The Gandhigram Rural Institute- Deemed to be University, Gandigram on 20<sup>th</sup> February, 2016 for the ‘Constitution Day Celebration – 2015’.

### **WORKING EXPERIENCE**

- Working as **Public Relations Officer** in “Vivekananda Educational Institutions for Women, Trichengode”, since September – 2018.

### **PERSONAL DETAILS**

FATHER’S NAME	: S.A. Palanivel
DATE OF BIRTH	: 23 <sup>rd</sup> June, 1995
AGE	: 24
LANGUAGES KNOWN	
TO READ	: Tamil, English & Hindi
TO WRITE	: Tamil, English & Hindi
TO SPEAK	: Tamil, English
ADDRESS FOR COMMUNICATION	: W2/69, Ulagappampalayam, Trichengode, Namakkal District.

### **DECLARATION**

I, P.Gautham, hereby declare that the information furnished above is true to the best of my knowledge and belief.

PLACE:

Yours truthfully,

DATE:

P.GAUTHAM