Jayasri KarunanithI

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# Objective

Office assistant with 3+ years of experience as handling confidential tasks and making routine office tasks as efficient as possible.Proven managerial experience as Smart class co-ordinator and want to implement for organisational growth

# CURRENT JOB And experience

* Smart class co-ordinator cum office assistant |2016-2019(working still)@Adharsh concept school.
* Five plus years of experience in taking tuition from grade I to grade II (all subjects)

# Education

**UG Course**

Completed B-Tech,Information technology in Bharathiyar college of engineering and technology(2012-2016)

CGPA:7.5

**Higher secondary schooling**

SRVS national higher secondary school (2010-2012)

Percentage:60

**Secondary schooling**

Servite high school (2009 -2010)

Percentage:77

# KEY sKILLS

* Excellent communication skill
* Demonstrated sound work ethics.
* Self motivation and initiative with a high level of energy.
* Able to inspire, comfort, build self-esteem.
* Time management skill
* Attended workshop on the following

(I)Ethical hacking(Pondicherry university)

(II)Data mining(BCET)

(III)Cloud computing(BCET)

# PROJECT

**MAIN PROJECT**

* Successfully completed project on “Generating searchable public key cipher text with hidden structure for fast key word search”

**MINI PROJECT**

* Third year project on “Airline ticket reservations through online”

# RESPONSIBILITIES

* Maintained documentation to support school accreditation,licensure and quality assurance
* Assisted with the comprehensive outcomes management system procedures and reports by entering , organising and maintaining data.
* Supported the budget process through preparation of purchase requisition,placing orders and budget tracking.
* Accepted , screened and routed telephone calls.
* Handled routine homework messages.
* Organised , arranged and well taught children in smart board sections.
* Member of question paper setting committee.

# PERSONAL INFORMATION

Marital status: single

Date of Birth: 31 December 1994

Hobbies : Good music listener,Internet surfer,Yoga lover

SIGNATURE