

RESUME

KAVITHA.K

Mobile: +919994046304

E-mail: kavitha753616@gmail.com



PROFESSIONAL GOALS:

To secure a position that allows me to apply my experience in teaching, office administration, and student counselling to enhance academic performance and organizational effectiveness.

EXPERIENCE: (TOTALLY 4 years and 11 months)

- **2 Years** worked as **Office staff** at **Gardencourt Cambridge School, kaathadithattu.**
- **2 Years and 11 months** as a **Training officer** in **Nettur Technical Training Foundation.**

ACADEMIC PROFILE

- **B.E in Electronics and Communication Engineering (2014) 82%** from Arunachala College of Engineering Kanyakumari district, Tamilnadu. Approved by AICTE. Affiliated to Anna University Chennai, Tamilnadu.
- **H.S.C (2010) 74%** from Little Flower Girls Higher Secondary School, Nagercoil, Kanyakumari district, Tamilnadu.
- **S.S.L.C (2008) 84%** from St' Mary's Higher Secondary School, Colachel, Kanyakumari district, Tamilnadu.

ROLES AND RESPONSIBILITIES

- Designs the training manuals and learning materials.
- Conduct individual training sessions and workshop seminars.
- Conduct evaluations and monitor the trainee performance response to training.
- Maintain attendance of trainees and other records.
- Handle phone calls and front desk inquiries.
- Support basic accounting tasks.

CORE QUALITIES

- Willingness to learn and lead group
- Excellent documentation and managerial skills
- Comprehensive Problem-solving abilities
- Good communication skills, Administrative coordination
- Adaptability, Completing tasks on time

CO CURRICULAR ACTIVITIES

- Participated and presented papers in the National conferences
- Resumed coordination of Co-curricular activities
- Took a planned career gap to focus on family responsibilities and reentering the workforce with renewed dedication and updated skills.

SOFT SKILLS

- Completed a course on 'D.T.P'
- MS-office, MS-Excel

PERSONAL DETAILS

Name	:	K. KAVITHA
Husband's Name	:	Mr. R.C. Jeni Godson
Gender	:	Female
Date of Birth and age	:	15-06-1993 / 32 Years
Marital Status	:	Married
Nationality	:	Indian
Languages known	:	Tamil, English.
Permanent address	:	H/No: 138, Puthukudiyiruppu, Nagercoil, Kanyakumari dist.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Nagercoil
Date:

Kavitha K