**GAYATHRI**

**GAYATHRI.281098@2freemail.com**

**PERSONAL SUMMARY**

Seeking an Admin Assistant position making the most of extensive office management, communication, record-keeping and accounting skills to contribute to the success of prospective employer.

**CAREER HISTORY**

***NIIT - Chennai***

ADMINISTRATOR JAN 2011- DEC 2015

* Answer and direct phone calls.
* Organize and schedule meetings and appointments.
* Maintain contact lists.
* Produce and distribute correspondence memos, letters, faxes and forms.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Order office supplies.
* Book travel arrangements.
* Submit and reconcile expense reports.
* Provide general support to visitors.
* Ensuring all correspondences handed over to concerned departments.

***ADHIPARASAKTHI ENGG. COLLEGE - CHENNAI***

ASST. PROFESSOR JAN 2009 – DEC 2010

Provided professional leadership and management for the school of computing. Strove hard to promote the aims of the school through the implementation of the policies of the governing body. Involved in the day to day running of the school.

***Duties****:*

Handled classes in C, C++, JAVA, DBMS, SOFTWARE ENGG., and OOAD.

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***SHANMUGHA POLYTECHNIC - TANJORE***

***LECTURER JUNE 2006 – MAR 2008***

***Duties:***

Handled classes in C, C++, Software ENGG., and Computer Networks.

***PREC – TANJORE***

***LECTURER JULY 2005 – APRIL 2006***

***Duties:***

Handled classes in Algorithms & Data Structures, Design & Analysis, HRM.

**KEY STRENGTHS**

MS Office

ORACLE

Cost control

Budget forecasting

Adaptability

Self-motivation

**ACADEMIC QUALIFICATIONS**

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| **MOTHER TERESA WOMAN’S UNIVERSITY**  | **2000-2003** |
| MCA [MASTER OF COMPUTER APPLICATION] |  |
| **MADURAI KAMARAJ UNIVERSITY** | **1995-1998** |

 B.Sc., COMPUTER SCIENCE.

**PERSONAL PROFILE**

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| Date of Birth | **:** | 30th Dec 1976. |
| Gender | **:** |  Female |
| Marital Status | **:** | Married |
| Nationality | **:** | Indian |
| Languages | **:** | English,Hindi,Malayalam,tamil. |
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**REFERENCES**

Available on request.