

RESUME

THIRUMALASETY ANITHA [B.COM COMP, M.A. ENGLISH]

H.NO :7-13-19/34,

VALLURI VARI THOTA 6TH LINE,

DONKA ROAD,

GUNTUR.

MOBILE NO:**888 644 8664**

E-MAIL: anitha143raje@gmail .com

CAREER OBJECTIVE:

I am hardworking innovative and result oriented in nature waiting to take whole Some responsibility on my shoulder. Seeking a challenging position where I would Be able to implement my knowledge and skills in a effective manner for both Development of organisation and enhancement of my career.

JOB RESPONSIBILITIES:

- INWARD , OUTWARD
- ONLINE FEE ENTRY
- MAINTAIN DAY SHEET
- MAINTAINING LEDGER BOOK
- COMMUNICATING THE PARENTS ANDSTDENTS
- HIRING AND TRAINING STAFF
- PLANNING EMERGENCY DRILLS
- HANDLING STUDENTS DISCIPLINE
- ENFORCING THE SCHOOL RULES
- HANDLING SCHOOL CLUBS AND SOCIAL PROGRAMS
- PLANNING SCHOOLIMPROVEMENT

EXPERIENCE:

- SATYA SAI SCHOOL (1YEAR) AS A SOCIAL TEACHER.
- NRI INDIANSPRINGS SCHOOL (4 YEARS) AS A ENGLISH TEACHER & OPERATOR.
- BHASHYAM SCHOOL (6MONTHS) AS A ENGLISH TEACHER.
- NARAYANA E.M. SCHOOL (2 YEARS) AS A VICE PRINCIPAL & ENGLISH TEACHER.
- SAMISHTA HOSPITAL & RESEARCH INSTITUTE AS A PATIENT CARE COORDINATOR
- HINDU ENGINEERING COLLEGE & TECHNOLOGY AS A ASSISTANT PROFESSOR

SKILLS:

- GOOD COMMUNICATION SKILLS
- INTER PERSONAL SKILLS

BASIC & INTERNET KNOWLEDGE IN COMPUTER

- LEADERSHIP

ACADEMIC PROFILE:

MASTERS:

- MBA PURSUING
- M.A ENGLISH

GRADUATION:

- COMPLETED B.COM COMP

UNDER GRADUATION:

- COMPLETED INTERMEDIATE [C.E.C]
- COMPLETED S.S.C

PERSONAL PROFILE:

NAME : THIRUMALASETTY ANITHA

FATHER'S NAME : T. SANKER RAO

DATE OF BIRTH : 21-09-1999

MARITAL STATUS :MARRIED
NATIONALITY :INDIAN
LANGUAGES KNOWN :ENGLISH,TELUGU, HINDI.
CONTACT NUMBER :8886448664

DECLARATION:

I HERE BY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS CORRECT TO MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE MENTIONED PARTICULARS.

PLACE: GUNTUR

DATE:

(T ANITHA)