

CURRICULAM VITAE

Mrs. Rachel
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Career Objective:

To work in an organization which can utilize my potential to its full extent & increase my knowledge & responsibilities with suitable levels of promotions for maximum satisfaction.

Academic Qualification:

- M.A. (Education) from IGNOU University
- B.A. (English) from Osmania University
- Intermediate from St. Francis Junior college for women
- S.S.C from Vidya Mandir High School

Computer Proficiency:

- Operating System : Windows 98, Windows 2000, Windows XP, Windows 7 & 10
- Office Packages : MS Office, PPT, MS Outlook & Browsing Internet.

Work Experience:

1. Worked as a Student relation officer in Avinash college
2. Worked as a Counsellor and Academic Coordinator in St. Peters Model School
3. Worked as a Senior Executive in Seva Bharat from 2012 to December 2022.
4. Worked as an Assistant Manager in 24/7 for 18 months. (2009-2011)
5. Worked as an Assistant Manager in Media Centre in Kings Temple for 18 Months. (2006-2008)
6. Worked as a Tele caller in Apple Network for 1 year (2005-2006)
7. Worked as a Tele caller in Country Club for 2 years (2003-2005)

Key skill and Competencies:

- Bold and Confident.
- Strong organizational and analytical skills

- Ability to maintain confidentiality.
- Ability to produce consistency accurate work.
- Ability to multi task and manage conflicting demands.
- Managing & handling team and motivating them.
- Computer skills(word,excel,ppts)

Awards:

1. Awarded as master trainer for training lay women leaders from AP,Telangana, Tamilnadu,Mumbai and Kolkata.
2. Conducted primers (literature) workshop for 18 languages in Kolkata and Hyderabad.
3. Worked as a committee member in Seva bharat
4. Awarded for 5 & 10 years long service and designated as Senior head office executive.
5. Travelled across different parts of India like Delhi, Bhopal, Kolkata, Chennai and Mumbai as a resource person for training programs.
6. Awarded with certificate for successfully completing Ma Foi e – Tutor certification course

Hobbies:

- Reading books, listening music and writing diary

Personal Profile:

Husband Name	:	M. Sunny Joseph
Date of Birth	:	28 th Dec 1987
Languages Known	:	English, Hindi and Telugu
Nationality	:	Indian
Religion	:	Christian

Date:

Place:

T. RACHEL