



# J.KAVERI

- To acquire experience in a corporate environment and utilize the fullest of my capability and knowledge to become a part of the crew which plays a vital and efficacious role in the development of the firm.
- Human Resource graduate person with strong Communication and Interpersonal skills Well acquainted with HR databases, Hiring procedure, Recruitment activities, Interviewing candidates, Employee Engagement Excellent Negotiation skills

## Contact

### Phone

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### Email

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### Address

20 Old Murgan Takies 2nd Street,  
Palanganatham, Madurai-03, Madurai,  
India

## Education

2019

### MSW (HR)

Fatima College, Madurai  
Madurai Kamaraj University  
75%

2017

### B.COM (CA)

Sourashtra College, Madurai  
Madurai Kamaraj University  
71%

2014

### HSC

Sita lakshmi girls' Higher Secondary  
School, Madurai.  
State Board  
67%

2012

### SSLC

Malligai matriculation School, Madurai  
State Board  
66%

## Experience

Aug 2023 – Till date

Guhan Matriculation schools- Madurai

### Teacher Assistant

- Helped with grading assignments and tests, providing constructive feedback to students based on results.
- Supported classroom activities, tutoring, and reviewing work.
- Improved student engagement by integrating technology into lesson plans.
- Worked with teacher to optimize learning plans based on student test grades and evaluations.
- Completed daily reports on attendance and disciplinary performance.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, and objectives.
- Mentored and tutored individual students needing additional help.
- Coordinated with parents and teachers to discuss student progress and address concerns.

2020 - 2021

NGO, Madurai

### Welfare Officer

- Evaluated forms made by individuals to determine an applicants' eligibility for requested benefits.
- Conducted general administration duties such as answering department emails, monitoring budgets and inputting data.
- Monitored company expenses, scrutinising areas for possible cost cuts.
- Conducted client assessments to determine personal or social issues.
- Provided one-to-one and group counselling to improve Child well being

## CO-CURRICULAR ACTIVITIES

- Attended a National Level Conference on "Mental Health of Young Adults" organized by Vellammal Medical College, Madurai.
- Attended SOCIAL PHILOSOPHY conference conducted in American college
- Attended HEALING THE INNER CHILD Therapy in ANUGRAHA

## CERTIFICATIONS

- Completed a course on "NGO Management"
- Completed a course on "Healing the Inner Child"
- Completed "Soft Skills Development Program" Completed a course on "Tally.ERP 9"

## Language

English

Tamil (Mother Tongue)

## Personal Details

**DOB :** 30-06-1997

**Religion :** Hindu

**Hobbies :** Cooking , Music Listener

**Interpersonal Skills :** Quick learner,  
Team builder, Flexible and Adaptable,  
Enthusiastic

## TRAINING HISTORY

- At GOOD HOPE (family counselling center) , Madurai (25 visits) from 22.11.2017 to 23.03.2017
- At VADAMALAYAN HOSPITAL, Madurai from 07.05.2018 to 07.06.2018
- At BHARGAVE RUBBER PRIVATE LIMITED, Madurai (5 visits) from 21.06.2018 to 05.07.2018
- At SARAVANA MULTISPECIALITY HOSPITAL (20 visits) from 13.07.2018 to 25.09.2018
- At LABOUR WELFARE OFFICE (25 visits) from 22.11.2018 to 7.3.2019

## PROJECTS

A STUDY ON TRAINING AND DEVELOPMENT (01/2020 - 06/2020)

- To know and evaluate the skills of the employees require to perform their jobs \*?To study the various training programmed organized by the organization
- To understand the impact of training programme on the employees of Bhargave rubber pvt limited
- To find out opinion and satisfaction level of the employees regarding the trainingprogramme at Kotak Securities Pvt.Ltd

RAILWAY RESERVATION SYSTEM" using c "ATM USING FINGER PRINT" (01/2019 - 04/2019)

- Using Visual Basic with oracle. "FEEDBACK MANAGEMENT SYSTEM" using dotnet with oracle