**J JERIN THANGA SHARON**

Administrative Assistant with more than 5 years of experience

***Experience***

**Personal Assistant**

**Rohini College of Engineering & Technology,**

May 2013-March 2018.

***Job Description***

Assisting all the duties of the Principal in his presence & absence

Monitoring daily, weekly and monthly reports from HODs.

Periodical monitoring of syllabus coverage & results

Calendaring and Scheduling multipurpose meetings

Arranging travel and accommodation for the guests

Maintaining electronic files and Paper Files

Preparing college circulars, DOTE and Consortium work.

**Boarding In-charge**

**Comorin International School, Aralvaimozhi.**

March 2018

***Job Description***

Looking after all the boarding duties

Maintain discipline and studies among the boarding students

Periodical input of guidance and counseling for the boaders

***Education***

**Master of Science M.Sc. (Chemistry)**

Naesamony Memorial Christian College, Marthandam 2013.

**Batchler of Science B.Sc. (Chemistry)**

***Contact Details***

Mail ID : [j.jerin@yahoo.com](mailto:j.jerin@yahoo.com)

Phone : +91 890 360 1002

Watsup No. 9444733096

Address : 18 AB Devasahayam Street,

Nagercoil-629001,

Kanyakumari District,

Tamilnadu, India.

***Computer language skills***

Microsoft word

Microsoft excel

Microsoft power point

Microsoft office one note

***Other skills***

Musial black notes and chords

***Certificate Courses***

Diploma in computer Application

***Activities***

**Secretary** - UG Chemistry Department 2010 in Scott Christian College, Nagercoil.

**Secretary** - PG Chemistry Department 2012 in Naesamony Memorial Christian College, Marthandam.

***Personal Profile***

DOB : 28th November, 1989.

Religion : Christian

Scott Christian College, Nagercoil 2010.

**Higher secondary (Maths-Biology)**

Scott Christian Higher Secondary School, Nagercoil 2007.

**Secondary Education**

CSI Matriculation Higher Secondary School, Nagercoil 2005.