

ANNIE JANE

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Career Objective

To work in an environment that helps me to learn, share new ideas, transfer knowledge, take new challenges, feel confident about my contribution and finally to grow along with the organization.

Academic Qualification

Degree	Institution	Board/University	Duration	Percentage & Class
M. A. HRM	St.Joseph's College, Trichy	Bharathidasan University	2013 - 2015	76.5% Distinction
P.G.D.B.M	Kothari Business Academy	AICTE Approved	1998 - 2000	78% Distinction
B.A. English Literature	Holy Cross College, Trichy	Bharathidasan University	1995 - 1998	69% First Class
HSC	Holy Cross Girls' Hr.Sec. School, Trichy	Tamil Nadu State Board	1995	74.5%
SSLC	Holy Cross Girls' Hr.Sec. School, Trichy	Tamil Nadu State Board	1993	86.8%

Employer Synopsis

12+ years of experience in Administration and Teaching in India and Abroad.

**Assistant Professor in Human Resource Management, St. Joseph's College, Trichy.
(June 2016 – Till Date)**

Admin and Admissions - Assistant, KalaiKaviri College of Fine Arts, Distance Education Programme, & TDES, Tiruchirappalli. (Part Time) – From July 2013 – May 2016.

Administration and Admissions - Assistant, KalaiKaviri College of Fine Arts, Distance Education Programme, Tiruchirappalli.(Oct 2009- June 2013)

Executive - Administration, AL Midfaa consulting ,Dubai , UAE.(2006-2009)

Lecturer in Business Administration, Cauvery College For Women, Trichy.(2001-2003)

**Started career as Management Trainee with Cholayil (Medimix) Ltd, Chennai.
(2000 - 2001)**

Part Time Sales Consultant at HDFC Bank , Chennai for 6 months as part of PGDBM Curriculum.

On the Job training at Voltas Limited, Chennai (2000)

On the Job Training at Femina Hotels Pvt. Ltd., Trichy (2014)

E - Content Writer for I- Team Technologies, Trichy.

Freelance Translator (Tamil to English) of Legal documents, study materials of Degree Programs of Tiruchirappalli Diocesan Educational Society and Kalai Kaviri Distance Education Programme.

Training and Certifications:

- Passed UGC NET - June 2015
- Diploma in Import Export Management By IIPM.
- Course in IBM Certified E-Commerce, By Pentasoft Technologies, Chennai.

Publication Details:

A study of the Internal Migrant Labour- Issues and Policies - INDIAN JOURNAL OF APPLIED RESEARCH - 678-802249-555X3.9192016

Impact of Emotional Intelligence on Performance of Employees with Reference to Femina Hotel in Trichy - International Journal of Advance Research in Computer Science and Management Studies I Volume 6, Issue 2, February 2018 14-19 2321-7782 (Online) 7.32706.6412018

Paper Presented: “Strategic Policy for Strengthening Shaping and Empowering the Diverse Workforce”, - One Day National Conference at St. Anne’s First Grade College, Bengaluru (03.03.207)

Books Published : Creativity & Innovation - ISBN No. 978-93-844494-889 (2017 R Edition)
Skyward Publishers, Bengaluru

Workshops Attended :

Attended a two days Workshop (21.04.2017- 22.04.2017) -Training of Trainers : Becoming Effective Teachers and Trainers- WEPRO, Loyola College, Chennai.

Personal Details:

Name	:	C. Annie Jane
Father’s Name	:	Clement Jayaraj
Date of Birth	:	30.06.1977
Marital Status	:	Married
Languages Known	:	English, Tamil
Nationality	:	Indian
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