# Resume

## INDIRADEVI R

### Contact details

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                                 KOLLAM, KERALA 690542

### Career objective

A challenging career in administration/teaching where I can develop my skills and contribute to a dynamic academic team.  
  
Employment history  
  
1993 June to 1994 March – St. George High School Malad East, Mumbai

High School English Teacher

1994 June to 1995 March – Infant Jesus High School, Charkop, Kandivli West, Mumbai

High School English Teacher

1995 June to 1999 March – Thakur Vidya Mandir & Junior College, Thakur Complex, Kandivli East

High School English Teacher

Junior College English Teacher

Junior College Staff In-charge

2000 August to 2005 June – Amrita Vidyalayam, CBSE School, Karunagappally, Kollam

Higher Secondary English Teacher

Programme Coordinator

2005 July onwards – The Department of Land Revenue Kerala

* Clerk

### Education

### University of Kerala

### Bachelor of Arts (English Language & Literature)

### ****Short courses****

Institute of Land Management Thiruvananthapuram

* Microsoft Office
* ISM

### Relevant skills

* Communication skills
* Translation skills (Translated about 12 books from English to Malayalam)
* Guidance and counseling
* Administration and file management

### Special achievements

* Good service entry by the District Collector Kasaragod in 2009 in recognition of the work during the Parliamentary Election.
* Best Artist Award in the Revenue Fest 2008

### Hobbies and interests

* Organizing cultural events
* Organizing academic events
* Compere
* Reading
* Writing

### Referees

### Bri. Sunita

### Principal , Amrita Vidyalayam Karunagappally, Kollam

### Telephone : 0476-2620035

### Sri. Ashok Shinde

### Coordinator

### Swathanthrya veer Savarkar Smarak Trust

### Dadar, Mumbai

### Telephone : 9821374626