

Mrs. A.Athiyaveni

NO.57/19 D Third Street  
New Bethlehem,  
Ambur 635802  
Mobile: 09566821347  
Email: athiya2006@yahoo.co.in

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## OBJECTIVE

To consolidate my career as challenging assignment in teaching field and Administration department of a professionally managed reputed institution.

## QUALIFICATION

### Academic

- B .A.(Corporate Secretary ship) Madras University, May 1999.
- M.B.A. (H.R) Periyar University 2001.
- Passed SET Exam 2016.
- M.A(Womens Study) Mothers Teresa University 2017.
- Pursuing M.com II nd Year

### Technical

Diploma in Computer Applications – 2000.

## Profile and Experience

<b>Organization</b>	<b>AVM Telekom.</b>
Designation	Telemarketing team leader cum Customer care officer
Period	January 2002 – November 2003 1 Year 11 months.

## Roles & Responsibilities

### HR Related Activities

- To handle customer inbound calls
- Induction and Training for the new employees
- Selling American Express Credit cards
- Achieving individual and team target
- Taking care of Front office

<b>Organization</b>	<b>Ramachandra Hospital.</b>
Designation	Conference Secretary
Period	January 2005 - September 2005 for nine months.

## Roles & Responsibilities

- Responsible for registrations
- All admin works like correspondence and communication
- Coordinating with doctors regarding meetings
- In charge for arrangements of conference like coordinating with vendors
- Negotiation for bills
- Sending mails to the person concern

- In charge for banking activities.

**Organization**                    **Amrutha Business Solutions**  
**Designation**                    Administration and HR Executive  
**Period**                             January 2007 to 2010

### Roles & Responsibilities

- General correspondence and Administration Activities.
- Attending incoming calls.
- Taking care of the Admin activities pertaining to Office Maintenance.
- Enquiring the walk-in candidate's requirements.
- In charge for Attendance maintenance
- Handling Recruitment's for IT, Non-IT and related industries.
- Understanding the requirements from the clients.
- Sourcing profiles through portals, references.
- Evaluating profiles based on the client's requirements.
- Coordination for interviews for the short listed candidates.
- Negotiation with the candidates and follow ups till the candidate joins the company.
- Maintaining smooth relationship with clients and candidates.

**Institution**                    **Marudhar Kesari Jain College for Women, Vaniyambadi.**  
**Designation**                    Assistant Professor  
**Period**                             June 2011 to till date

### Roles & Responsibilities for 7 Yrs

- Class Teacher and Tutor ward for students
- Member in Women Entrepreneur Development Council in year 2011-12
- Contributed in Consumer club in the year 2012-13
- Worked for Cultural Committee in the year 2013-14
- Member in Career Guidance cell in the year 2014-15
- Head for Philately club in the year 2015-16
- Head for Women Entrepreneur Development Council in year 2016-17
- Member in Career Guidance cell in the year 2017-18

### Other Roles:

- Coordinating for placement cell with various companies for on-campus and off campus interview in the year 2014-15
- Coordinating member to organize two **national level conferences**.
- Coordinating member to organize 8 inter collegiate competition named as **B-Blaze**
- Organizing Secretary in the international conference "**Prolific Management Crafts for Global Eminence**" in the Year 2015-16
- Organizing Secretary in the international conference "**Global Business Trends and Revolutions in India**" in the Year 2016-17.
- Organizing Secretary in the international conference "**Augmented Contemporary ideas and innovation in Business Interventions**" in the Year 2017-18.
- Organising Member for Art Smart 2013-14 Inter Collegiate Cultural Meet

## **Achievements:**

### **Paper Published:**

1. **"A Paper on Marketing Ethics"** at the National Conference on Modern Trends and Development Strategies in Indian Business, February 2014. ISBN
2. **"Impact of Celebrities in buying a product"** in the National Conference on Innovative Business Strategies. in College of Business Management on 6<sup>th</sup> March 2016. ISBN
3. **"A Study on Technology and Advancement in Inventory Management"** In the International conference on Prolific Management Crafts for Global Eminence 2015 (ISSN)
4. **"A Study on Dealers Satisfaction of MPL Ltd., Koothattukulam, Kochi.** in the International conference on Prolific Management Crafts for Global Eminence 2015 (ISSN)
5. **"Rural Women Entrepreneurship"** in the International conference on Role of Management Education in Promoting Entrepreneurship in the Globalised Business Environment . January 2016
6. A Paper on **" Entrepreneurship and Economic Development"** in Shanlax International Journal (ISSN: 2321-4643) November 2016.
7. A Paper on **" Internet Marketing"** in Shanlax International Journal (ISSN: 2321-4643) November 2016.
8. Published a paper on **"A Study on performance management system with special reference to BHEL Ranipet"** in Shanlax International Journal of Arts, Science and Humanities organized by LOYOLA College in the National conference on CONTEMPORARY MANAGEMENT PRACTICES. (ISSN:2321-788X) Impact Factor "2.95
9. **"Women Empowerment and Economic Development"** at the National Conference on Modern Literature in English since 1980. March 2017
10. **"A Study on Retrenchment in Presscom Products Pvt.Ltd.,"** in Shanlax International Journal (ISSN:2321-4643) August 2017.
11. **"Published a paper "A comparative study of savings among working women in banking and postal sectors"- an overview (with special reference to women's working in vaniyambadi town) in Shanlax International Journal (ISSN:2320-4168) February 2018.**
12. **"Consumer perception towards android mobile and its application"** (with special reference to vaniyambadi town) in Shanlax International Journal.
13. Published a paper on **"Impact of GST in FMCG Products (With special reference to**

**Costumer residing in vellore district”** in Emperor International Journal of Finance and Management Research Mayas Publication(EIJFMR) [ISSN:2395-5929]

**Presentations:**

1. Presented a Talk on **“Self Assessment Skills ”**in Faculties of Faculty July 2014.
2. Presented a paper in Islamiah College Conference” **Future Business Prospects & Opportunities”** (with special reference to business persons in vellore).
3. Presented a paper on **“A Study on performance management system with special reference to BHEL Ranipet”** organized by LOYOLA College in the National conference on  
CONTEMPORARY MANAGEMENT PRACTICES on 28<sup>th</sup> Februray 2017.
4. Presented a paper entitled **“A Comparitive Study of Savings among working women in Banking and Postal Sector (With Special reference to women working in vaniyambadi town).**in the International Conference on New Dimensions of Commerce in the Globalised Era  
-2018 on 27<sup>th</sup> February 2018.

**Conference:**

1. Attended a National Colloquium on” **Emerging Trends in Indian Retail Trade”** on 8<sup>th</sup> February 2013.
2. Attended a National Confefence on” **Technology in Modern Management”** on 14<sup>th</sup> August 2014.
3. Attended National Conference on” **Finclusion: Current Status, Challenges &Opportunities”** 29<sup>th</sup> September 2014
4. Attended a National Seminar on **“ Rural Marketing ”**conducted by Department of Management Studies & Business Administration Sacred Heart College in Association with NABARD.held on 21<sup>st</sup> August 2015
5. Participated in the National Conference on **“Opportunities and Challenges of Indian Business in Dynamic Global Era”** 22 nd January 2016
6. Attended a National Seminar on **“Convergence of Internet & Commerce in Modern Era”** on 26<sup>th</sup> February 2016.
7. Participated in National Conference on **“Relevance of Corporate Social Responsibility in Social Development”**organized by Department of Management Studies Sacred Heart College

Tirupathur.on 20<sup>th</sup> & 21<sup>st</sup> September 2016.

8. Attended UGC Sponsored one day National Seminar on” **Corporate Social Responsibility**”

conducted by Mazharul Uloom College,Ambur.on 20<sup>th</sup> October 2016

9. Attended a “**Guest Talk on Stress Management**” in Gonzaka College of Arts and Science February 2017

10. Attended a National conference on “**CONTEMPORARY MANAGEMENT PRACTICES**” in Loyola College .Thiruvannamalai .on 28<sup>th</sup> Februray 2017

11. Attended a International conference on “**Augmented Contemporary Ideas and Innovation in Business Interventions**” on 17<sup>th</sup> August 2017.

12. Participated in National Seminar on “**Demonetisation & Indian Economy**”

conducted by

Department of Business Administration,Sacred Heart College, Tirupathur. On 6<sup>th</sup> September

2017.

13. Attended National level Inter Collegiate Meet organized by the Department of Business

Administration, Shanmuga Industries Arts & Science College, Tiruvannamalai held on 6<sup>th</sup>

October 2017

#### FDP:

1. Attended a Workshop for Research Scholar “**Research Craft**” on 4<sup>th</sup> & 5<sup>th</sup> November 2011

2. Attended a “**Self Development Programme**” organized on 1<sup>st</sup> March 2012.

3. Attended a” **Faculty Development Programme**” on 1<sup>st</sup> September 2012.

4. Attended “**Life shop on Personal Productivity**” conducted by PG & Research Department of Commerce on 24<sup>th</sup> October 2013.

5. Attended a “**National Level Faculty Development Programme**” on 16<sup>th</sup> December 2013.

6. Participated in “**Performance Enchancement Programme**” February 2014

7. Attended Faculty improvement Programme organized by IQAC on “**Lessons &Values for life**” held on 8<sup>th</sup> March 2014.

8. Attended a “**Researchcraft Workshop for Research Scholar**” on 11<sup>th</sup>&12<sup>th</sup> November 2014.

9. Attended a “**Workshop on Counselling Skills**” held on 20<sup>th</sup> December 201

10. Participated in a “**Think Tank on Teaching & Research**” organized on 14<sup>th</sup> March 2015.

11. Participated in Two days Faculty Development Program on Leadership Skills Level -1

Conducted by **ICT Academy** on 5<sup>th</sup> & 6<sup>th</sup> April 2017.

12. Participated in Faculty Knowledge Program conducted by **IBS -ICFAI** Business School on 29<sup>th</sup> July 2017.

13. Attended "**INVESTOR AWARENESS PROGRAMME**" Sponsored by Investor Education & Protection Fund Authority, Ministry of Corporate Affairs, Government of India.

Organized by PG & Research Department of Commerce and Commerce (CA) On 1<sup>st</sup> February 2018.

14. Participated in "**Faculty Development Programme on Outcome Based Education**" held on 15<sup>th</sup> September 2018.

15. Participated in **Two days Faculty Development Workshop Outcome based Education** held on 26<sup>th</sup> and 27<sup>th</sup> October in **Don Bosco College –Yelagiri**.

#### PERSONAL PROFILE

Name : A.Athiyaveni  
Father's Name : D.Alexander  
Date of Birth : 06-06-1978  
Husband's Name : S.Rajesh Ravi Kumar  
Gender : Female  
Marital Status : Married  
Languages Known : English and Tamil.  
Permanent Address : 17, Periya Koil Street,  
Kaspa-B,  
Ambur- 635802

PLACE: Ambur

DATE:

(A.Athiyaveni)