

Profile



Name : **Shanthi M**

Designation : Office Assistant.

Date of Birth : 18-07-1968

Phone Number : 9632736498

E-mail id : shanthivadivelu@gmail.com

Qualification : BA, Dlp. In Comp. Sci. KAN & ENG Senior Typing

Details of current responsibility :

Maintenance of Workload, Time table, Stock verification,
Unaided Salary Aquitance Register / Admission related work,
Leave account and any work assigned by Principal ,Superintendent,
Accountant & and Teaching Staff / Service Certificate, Salary Certificate.
Combined work with Admission section, NAAC related work.