

## Profile



**Name** : **N Shivapriya**  
Designation : Office Assistant  
Date of Birth : 08-02-1975  
Phone Number : 9620616819  
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Qualification : B.Sc. in Electronics, ITI [COPA] and  
KAN & ENG Typewriter Senior Grade  
Job Profile :

Computer typing work related to correspondence letters to SJRES, University, JD Office.

Maintenance of Staff data, attendance for salaries.

Governing council & Affiliation work.

Retired staffs pension paper work & etc., and work assigned by Principal, Superintendent, Accountant, senior staff and Teaching Staff.