**RESUME**

**Selvabai jeyaraj**                                              15, deepak nivas,  
                                                                             govind nagar,gavdevi rd.

                                                                                       bhandup, mumbai-400078

priti686@gmail.com

Mobile no: 9820256250                                                             

**OBJECTIVES & SUMMARY**

* currently doing M.A translation studies(2nd year) and PG (diploma) in guidance and counselling.
* Creative and assertive person with good analytic and interpersonal skills.
* To update myself in the growing environment where I can develop me and make the organization grow in future.

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| **STRENGTHS** |

* Interested in updating knowledge through continuous learning.
* Can inspire people, Motivate and produce success as a team effort.
* Can come up with quick and creative solutions in a crisis situation.
* Ability to present and communicate well.

**ACADEMIC QUALIFICATION**

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| **Examination** | **Discipline/**  **Specialization** | **School/college** | **Board/**  **University** | **Year of  Passing** | **Percentage of marks** |
| **M.A** | tamil literature | S.T Hindu college, nagercoil | kamraj university,  madurai | 1978 | first class |
| **B Ed.** |  | annamalai university |  | 1982 | second class |

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**SKILLS**

* articles, poems, short stories and drama writer. Language textbook writer.
* 20 years experience in teaching  and 8 years experience in translation and proof reading.
* More than 100 articles and short stories published in daily newspaper.
* Translated tamil textbooks from grades 1 to7.
* One of the authors of tamil textbooks.

**SOFT SKILLS**

* Hard work, dedication and would strive for excellence.
* Effective speaker.

**AREAS OF INTEREST**

* tamil literature
* teaching
* translation
* proof-reading
* writing

**PERSONAL DETAILS**

Name            :    Selvabai jeyaraj

Father’s Name :  Navamani nadar

Sex            :    Female

Marital Status   :    Married

Nationality    :    Indian

Hobbies        :    Reading, writing

Permanent Address    : 15,Deepak chawl, govind nagar, gavdevi rd., bhandup.

Mobile No        :    9820256250

Date of Birth        :    19-03-1956

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| **DECLARATIONS** |

I hereby declare that all above information furnished, are true to my knowledge and belief.

**Place:**                                                                                Yours faithfully,

(selvabai jeyaraj)