

CURRICULUM VITAE

D.Joyce Nithya Charlette

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CAREER OBJECTIVE

To pursue a challenging career and to be a part of a progressive organization that gives scope to enhance my knowledge, and skills and to reach the pinnacle in this field with sheer dedication and hard work.

PROFESSIONAL EXPERIENCE

Organization	:	Ology Tech School from Vellamal, Coimbatore
Duration	:	April 2025 – Till date
Designation	:	Admission Counsellor

DUTIES & RESPONSIBILITIES

Organization	:	National Model Matriculation School, Coimbatore
Duration	:	August 2024 – Till date
Designation	:	Teaching

- Handling Classes English & Social Science
- Model Class

Organization	:	British University College, Ajman
Duration	:	July 2023 – June 2024.
Designation	:	Admission Councillor

DUTIES & RESPONSIBILITIES

- Making Admissions for all UG and PG
- Counseling the Students and parents for Admission
- Guiding students for preparing their projects

Organization	:	Lotus Bausch And Lomb Institute of Optometry
Duration	:	November 2014 – June 2023
Designation	:	Academic Coordinator, Administration

DUTIES & RESPONSIBILITIES

- Handled classes for Optometry students.English,Employability skills, EnvironmentalScience,Nutrition and Value Education
- Arranged classes for Optometry students.
- Counseled parents and student for their admission.
- Admission enquired for Degree and Fellowship course.
- Admitted students through offline and Online to University

- Coordinated with University through mail.
- Admin and Clerical work will be done in daily bases.
- Purchased equipment and books for lab and students.
- Maintained attendance for Lecturers, Visiting faculties, students and Non-teaching staffs.
- Submitted monthly remuneration for visiting faculties.
- Fee collection and Billing work.
- Weekly clinical posting will be done for students.
- Will prepare Internship posting training list for students. Coordinating with all branch HODs for Internship students protocol.
- Prepared bonafide, Transcript certificate and completion certificate for students.
- Maintained register for marksheets and certificate.
- Special care given for hostelates

FIELD OF INTEREST

- Administration
- Counselling

KEY SKILLS

- Good verbal and written communication skills.
- Ability to deal with people.
- Good Grasping power
- Dedicated and self-motivated.
- Ability for Multicultural Environment Teamwork
- Positive, Dynamic Attitude, able to induce Enthusiasm and strong personality.
- Quick learner

WORK EXPERIENCE

- One Year worked as a teacher in National Model Matriculation School (2002-2003)
- Front office at KMCH Hospitals (2003 – 2004)
- Worked as a Teacher in St.Xaviers Matriculation School (2005 – 2011)
- At present working in Lotus Bausch and Lomb Institute of Optometry as Academic Coordinator from November- 2014 onwards.
- Appointed as Lecturer from Jan -2020, Lotus Institute.
- Handling classes – English, Employability Skills, Nutrition, Environmental Science and Value Education.
- As Admission councillor from July 2023 – July -2024

EDUCATIONAL QUALIFICATIONS

- Higher secondary – Presentation Convent Girls Higher Secondary School, Coimbatore, Tamil Nadu, India
- BA History, Annamalai University, Chennai, Tamilnadu India.

COMPUTER KNOWLEDGE

- DCA DTP

PERSONAL DETAILS

- Date of Birth : 03/10/1983
- Marital Status : Married
- Languages Known : English, Tamil

Place: **Coimbatore**

Date:

D.Joyce