

Profile



Name : Ms. J .Carmelete Silviya
Designation : HRD Coordinator
Department : Human Resource Development Centre
Educational Qualification : M.Sc.[C.Sc], MBA [Finance & HR], M.Phil. [C.Sc]
Contact No. : 9994869927
Mail Id : silamal@gmail.com

S. No.	Degree/ Diploma	Subject / Main	Year of Completion	Name of the College / University
1.	U.G.	B.Sc. [C.Sc]	1996	Cauvery College for Women ,Trichy
2.	P.G.	M.Sc. [C.Sc]	1998	St.Joseph's College, Trichy
3.	P.G	M.B.A [Finance & HR]	2006	Bharathidasan University , Trichy
4.	P.G	M.Phil. [C.Sc]	2010	Karaikudi University , Trichy

Aided **Management** Shift
Shift I

PROFESSIONAL EXPERIENCE:

- 2016 - 2024 HRDC -Coordinator- HOLY CROSS COLLEGE, TRICHY
- 2014 - 2016 - Programmer - Head -Computer Science Department -HOLY CROSS COLLEGE, TRICHY
- 2007 - 2012 Financial Consultant Freelancer
- 2002 – 2006 - Assistant Professor Computer Science – HOLY CROSS COLLEGE , TRICHY
- 1999-2000 – Assistant Professor Computer Science – HOLY CROSS COLLEGE , TEICHY

VARIOUS POSITIONS IN PROFESSION

- Core Member in SSP NAAC - Criterion V – Training and Placement
- ICT ACADEMY COORDIANTOR – 2019 -2023
- Online Internship - INTERNSHALA Coordinator 2020- 2022
- Executive Member of St.Joseph College Alumnae Unit - 2023
- Coordinator of 30 Hours Certificate Course from 2018 -2024 supported to train more than 40,000 students

- Centenary Project “**GROW** – Core Member and coordinator to train more than 120 Parents and Alumnae in January 2023
- Staff Secretary for the Self Finance Division during the Year 2006-2008
- For Consecutive years acted as an Association Secretary of Computer Science HCC
- Organizer For Many Technical Symposium and Competitions Like WEBFEST, COMPFEST And WEB SCINTILATORS etc...
- Handled Personality Development Classes For College Fresher’s and as a resource person for Staff Orientation on “ Effective Teaching Skills”
- Editor for a magazine named “ WEB ABSTRACT”
- Resource Person for NSS and Service oriented Courses in and around Tamil Nadu on Investment Banking , Financial Literacy

ADDITIONAL QUALIFICATIONS

- Qualified Financial Advisor By passing **AMFI** exam in 2006
- Promoted Mutual fund Business for more than 60 clients of net worth one Crore in two years
- Passed **IRDA** in 2020 and registered as agent in LIC

SPECIAL SKILLS – IN PROFESSION

- Coordinating programmers Team
- Promoted Online SAP course for 400students
- Installed and trained many in Open software tools and OS – UBUNTU
- Promoted Systematic Investment Plan
- Organized Savings and Investments and Financial Literacy awareness campaign
- Effective Teaching Methods
- Curriculum Design
- Mentoring and Advising
- Strengthened placement cell by giving Individual and Group career guidance
- Specialist in Organizing One day Workshops and short term courses

SOFT SKILLS

I Poses the following skills

- People Networking
- Leadership
- Decision making
- Communication
- Multi-tasking
- Quick Learning
- Adaptability
- Empathy
- Persuasion
- Innovative
- Presentation Skills

AWARDS

2018 - Best teacher award by Rotract Club,Pudukkottai.

2022 – Best Promising Placement Officer Coordinating Online Courses by GlobalTalent Track,
Pune. - Specially CSR Training

2022 – “PUDHUMAI PEN” award by Tanishq, Cantonment, Trichy

2024 - “Thalaivi” – SHERO of the Year Award by DDHRF, Dindigul.