

Name: A. Selva Asha (alias) Sr. Asha.

Designation: Superintendent, Holy Cross College (Autonomous), Nagercoil.

Address: Holy Cross College (Autonomous), Roch Nager, Kurusady, Nagercoil.

Contact No: +91 9791240468

Education: Master's in Commerce in Manonmaniam Sundaranar University, Tirunelveli.

M.S. Office.

Personal Profile Statement:

I am a hard – working, motivated and enthusiastic Administrative Assistant. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast – paced environment, particularly dealing with multiple priorities at the same time.

Work Experience:

- Administrative staff for past 15 years.

Skills:

- Ability to multitask and prioritise/organise work with high efficiency.
- Professional typing skills
- Leadership and management.
- Handling problems and operational issues.
- Giving full administrative and secretarial support to the higher authorities.
- Drafting formal letters.

Interests:

- Listening to music & Audio Books.
- Visiting different places.
- Doing things innovatively.
- Friendly with children.
- Good listener and confidential person.