



# NIVETHA PRAVEENDASS



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## CAREER SUMMARY

A dedicated and articulate professional with 1 year of experience as an Assistant Professor in the English Department, skilled in effective communication, interpersonal interaction, and administrative tasks. Proven ability to manage front-line responsibilities, maintain organized records, and provide excellent customer service. Adept at handling phone calls, scheduling appointments, and creating a welcoming environment for visitors. Possesses strong organizational and multitasking abilities, with a keen eye for detail and a positive attitude under pressure. Seeking a challenging role to leverage strong communication skills and a professional demeanor in a client-facing environment.

## WORK EXPERIENCE

### ASSISTANT PROFESSOR – ENGLISH DEPARTMENT | 1 Year MASS COLLEGE OF ARTS AND SCIENCE, TAMIL NADU, INDIA

- Delivered engaging lectures and seminars on English literature, grammar, and communication skills to undergraduate students.
- Designed and updated course materials, lesson plans, and assessments in alignment with academic curriculum standards.
- Guided students in academic writing, critical analysis, and effective communication techniques.
- Conducted internal assessments, evaluated assignments, and maintained accurate student performance records.
- Participated in departmental meetings, curriculum development, and academic planning activities.
- Provided academic and career counseling to students, fostering their personal and professional growth.
- Organized and participated in college events, workshops, and literary activities to promote language learning.
- Engaged in continuous professional development through research, seminars, and educational conferences.

## KEY SKILLS

- Telephone etiquette
- Appointment scheduling
- Data entry
- Front desk operations
- Filing and documentation
- Multi-line phone system handling
- Visitor management
- Office equipment operation
- Basic bookkeeping
- Inventory tracking
- CRM software usage
- Record-keeping
- Communication skills
- Time management
- Problem-solving
- Customer service
- Professionalism

## DECLARATION

The above-mentioned details are true and correct to the best of knowledge, information, and belief.

NIVETHA PRAVEENDASS

## EDUCATION

- ✓ **M. A English**  
Bharathidasan university, Tamil Nadu, India  
Government Arts college, Kumbakonam, Tamil Nadu, India | 2019 – 2021
- ✓ **B. Ed**  
Tamil Nadu Teachers Training Education University, India  
Annai Fathima College of Education, Tamil Nadu, India | 2021 – 2023

## COMPUTER SKILLS

- ✓ MS Office
- ✓ Photoshop
- ✓ Basic Computer Operations
- ✓ Internet & Emailing

## ADDITIONAL INFO

Nationality : Indian  
Gender : Female  
DOB : 30/08/1999  
Marital status : Married  
Passport No : C3367710  
Date of Expiry : 11/11/2034

### Location

P3, SR Floor, Al Safa tower, Near  
Emirates Tower Metro, Dubai,  
UAE

### Visa Status

Visit Visa

### Languages Known

Tamil, English