



## Devaprasanna D

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No.4/243-A, Jesus Garden,

K.K.Nagar, Gangaleri, Krishangiri.

## Objectives

To continuously enhance my knowledge, skill and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

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## Profile

Passionate HR social work teaching with 2 years of experience as Guest Lecture. Bringing forth knowledge and experience of court procedures, government regulations, drafting research documents, and handling legal correspondence. Highly effective and experienced Legal assistant with extensive knowledge of the general office procedures and support required to effectively assist in a legal environment. Highly adaptable professional with a commitment to all aspects of student learning and the promotion of growth.

## Employment History

**Guest Lecturer, Arignar Anna College (Arts & Science), Krishnagiri**

**November 2021 – till date**

Created and implemented

- Assisted students in developing project and network that challenged them to think critically and creatively.
- Assisted in the evaluation and selection of new faculty members and graduate students.
- Created an online platform for students to interact and collaborate on projects, resulting in improved teamwork and communication.

**Senior Addiction Counselor, Insight Rehabs (De – Addiction Cum Rehabilitation), Chennai**

**August 2021 – October 2021**

- Generated reports and provided analytics on accounts payable to senior management, resulting in improved budget forecasting

- Supported families and youth in navigating the legal system and accessing resources to improve their well – being
- Provided crisis intervention and de-escalation services to mitigate behavioral outbursts

## Internships

### Welfare Committee. Trainee, Tiruchirappalli

March 2020 – March 2020

- Developed individualized learning plans for each child that addressed their unique needs
- Developed an effective communication strategy with parents to keep them updated on their child's progress

### HR Trainee, Reliance Jio Infocomm Pvt. Ltd, Tiruchirappalli

September 2020 – October 2020

- Revised the company's HR policies to ensure compliance with local and federal regulations
- Created and maintained an employee handbook and other HR documents, ensuring compliance with company policies and legal requirements

### HR Trainee, Scientific Publishing Service Pvt. Ltd, Tiruchirappalli

February 2021 – February 2021

- An effective on boarding process with new adjust to the performance aspect of jobs
- A way of training to improve or develop skill in a employee to increases their performance

### HR Trainee, Kansai Nerolac Paints, Hosur

March 2021 – March 2021

- A lot of responsibilities, including recruitment, interviewing, training, performance review, individual development plans, and employee relation.
- Well-known to lead employees and to show employees how to be their own leaders.

## Education

### SSLC, Trinity Matirc Hr. Sec. School, Krishnagiri

May 2014 (76.6%)

### HSC, Trinity Matric Hr. Sec. School, Krishnagiri

March 2016 (57.4%)

### B.Sc (Computer Science), Arignar Anna College (Arts & Science), Krishnagiri

June 2016 – April 2019 (75.54%)

**Master of Social Work (HR), Bishop Heber College, Tiruchirappalli**

June 2019 – April 2021 (7.31 CGPA)

**PGDC, Bishop Heber College, Tiruchirappalli**

June 2020 – April 2021 (7.1 CGPA)

**M.Sc (Computer Science), Arignar Anna College (Arts & Science), Krishnagiri**

June 2021 – April 2023 (70%)

## **Skills**

- Ability to Multitask
- Leadership
- Fast Learner
- Microsoft Office
- Communication Skills

## **Languages**

- Tamil
- English

## **Goal and aspirations**

As an individual, I like to chance myself to push boundary and discover an innovative solution well as up grading myself to set newer ideas

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## **Personal Details**

Fathers Name : Rt. Rev. Dr. M. Deva Kirubakaran

D.O.B : 01 – 01 – 1999

Sex : Female

Marital status : Single

Nationality : Indian

Language Known : Tamil, English

## **Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and responsibility for the correctness of above-mentioned particular.

Date

Place

Yours Faithfully