

## CURRICULUM VITAE

**PRIYADHARSHINI S R**  
**49 E, ARANI HOUSE,**  
**STONE HILL HOUSE POST**  
**THE NILGIRIS-643002**  
**MobileNo:7373732349**  
**Mail Id: priyasrbgl@gmail.com**



### **Objective:**

To advance my career in today's dynamic and competitive environment by joining a progressive, innovative, and socially committed organization that values dedication, embraces challenges, and rewards hard work—where I can contribute meaningfully to impactful community development projects.

### **Computer Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Wings Accounting Software

### **Educational Qualification:**

➤ P.G.D.C.A

Year of passing : 2012  
University : Vinayaga Mission University

➤ B.SC (MATHS)

Year of passing : 2010  
Institution : Angel Collage - Bangalore

➤ HSC (COMPUTER SCIENCE)

Year of passing : 2002  
School : G.H.S.S, Salem.  
Board : State board

➤ SSLC

Year of passing : 2000  
School : G.H. School, Salem.  
Board : State board

## **Professional Experience:**

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### **Organization: Sevalaya Nilgiris**

**Position: Centre Head – Gudalur**

**Duration: Apr 2020 – Present**

- Oversaw hospital, Community Colleges, Learning centers (Tamil Nadu, Karnataka and Kerala) management and Projects in tribal regions.
- Coordinated mobile medical camps in tribal villages.
- Directed all aspects of administrative and operational management of Sevalaya Nilgiris, including HR, finance, reporting, vendor relations, and community engagement.
- Built institutional visibility via public events and awareness campaigns.
- Handled monthly reporting and government compliance.
- Projects site visits and Managed project planning, execution, and reporting for various health, education, and rural development initiatives in alignment with donor and grant expectations.
- Administered ESI, EPFO, and Gratuity-related processes for staff welfare and compliance.

### **Organization: Sevalaya Old Age Home**

**Position: Centre Head – Thanjavur**

**Duration: Sep 2019 – Mar 2020**

- Supervised daily operations, staff attendance, and reporting.
- Organized community engagement activities and donor management.
- Coordinated with volunteers and local departments to ensure project success.
- Ensured the holistic well-being of residents, addressing their physical, emotional, mental, and spiritual needs.
- Monitored and tracked the progress of existing projects in alignment with grant objectives and timelines.
- Oversaw and coordinated activities across all departments, ensuring smooth daily operations.
- Compiled and submitted comprehensive monthly reports to government authorities and internal management by the 5th of each month.

**Organization: Kumar Car Accessories**

**Position: Admin cum Accounts Head - Bangalore**

**Duration: Mar 2007 – Aug 2016**

- Managed admin functions including accounts, payroll, purchases, and HR.
- Prepared reports, supervised housekeeping, and coordinated Purchase and sales support.
- Handled GST filing, Way Bill preparation, and Sales Tax-related work.
- Developed marketing materials and maintained financial discipline.

**Strengths:**

- Strong communication and teamwork
- Highly punctual and disciplined
- Adaptive to challenging environments
- Passionate about community service

**Personal Profile:**

Name	: Priyadharshini.S R
Father's Name	: Ramakrishnan
Date of Birth	: 15.07.1985
Age	: 38 Yrs
Sex	: Female
Mother Tongue	: Tamil
Martial status	: Single
Nationality	: Indian
Religion	: Hindu
Language known	: Tamil & English, Kannada, Telugu

## **Declaration:**

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I hereby declare that the above statements are true and genuine to the best of my knowledge. If an opportunity is given to me, I will do my work in a very efficient manner.

Place: OOTY

Yours Sincerely,

Date:

**(Priyadharshini S R)**