

P.RENGASAMY M.com., D.co.op.,
Junior Assistant
Exam Cell
Anna University Regional Campus
Tirunelveli – 627 007
Mail ID : prengasamy1978@gmail.com

Educational Qualification:

Qualification	Institution	Year of Passing
HSC	Sri Ganesar Hr.Sec.School Panickanadarkudieruppu	1994 - 1995
B.COM	Sri K.G.S. Arts College Srivaikundam	1995 – 1998
M.COM	Annamalai University Chidambaram	2002 - 2004

Additional Qualification :

Dip.in.Co-operative Management	M.D.K. Institute of co-op Management, Tirunelveli	2001 – 2002
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Technical Qualification : Windows / Diploma in M.S.Office

Type writing : English Lower Grade – (First class with Distinction)

Departmental Test :
(TNPSC)

- The Accounts Test for subordinate officers – Part I
- The Tamilnadu Government office manual test.

Work Experience : 14 years 5 months

- ❖ Now working as **Junior Assistant** in the Anna University Regional Campus, Tirunelveli from February 2011 to till date.

Name of the Institution	Designation	From	To	Total Experience
Anna University Regional Campus, Tirunelveli.	Junior Assistant	Feb 2011	Till date	8 years 5 months
M.K.Higher Secondary school, Patemanagaram. Thoothukudi	Junior Assistant	June 2006	Jan 2011	5 years 1 month
Sri Ganesar Hr.Sec.School Panickanadarkudieruppu Thoothukudi	Hostel Warden Cum Junior Assistant	June 2004	May 2005	11 Months

Responsibilities in School:

- Staff members pay fixation, calculation of pay fixation arrears, service verification, annual increment, E.L surrender, calculation of DA arrears and maintenance of staff service register book.
- Maintenance of Higher Secondary Admission Records.
- Examinations seating, Hall arrangements for public Exams and school exams as per government norms.
- Maintenance of Attendance register and other administration records.
- Preparation of Transfer Certificate and maintaining records of T.C issued.
- Collection of School fees, Exam fees, Term fees, Special fees, Tuition fees and other fees from students and maintenance of receipts.
- In-charge of **Student's Co-operative Store** and inventory control for school note books, lab record note, Text books, Work books and other stationary items.
- **Asst.Programme Officer** in N.S.S camp and making arrangements for campus and other activities.

Responsibilities of Hostel Warden:

- ❖ In charge of students boys Hostel controlling 200 students.
- ❖ Every day making arrangements of food for students.
- ❖ Maintenance of Accounting Records for Hostel.
- ❖ Petty Cash Management.
- ❖ Looking after Study/Discipline among students.