



## CONTACT

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H-114, Anbunagar,  
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Tirunelveli  
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## HOBBIES

Listening to music  
Reading

## SKILLS

Adaptability  
Strong work ethic  
Collaboration  
Critical thinking  
Counseling services

# KAVITHA GRACELIN DANIEL

For the post of lecturer ( MBA, department)

## Summary

Committed Counselor possessing a broad range of experience in delivering comprehensive case management to Partners and Visitors. Accomplished at fostering meaningful relationships and developing effective short-term and long-term plans to achieve organizational goals. Currently looking to leverage background and expertise to take next career step as a Lecturer to mentor students in the area of their respected subjects and mentally enforcing them to achieve their dreams while maintaining strong work ethic with a respected organization that rewards diligence and professionalism.

## EDUCATION

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### **MBA (Human Resources)**

(Jan2009-Nov 2010)

### **Madurai Kamarajar University (dist. mode of education)**

Graduated with **66% 1st Class**

Majored in Training and Development, Organization Development, Human resource accounting

### **B.E (Electronics and Instrumentation)**

June 1998-May 2002

### **National Engineering College**

Graduated with **First class Distinction**

Graduated with the **Score of 75%**

Had my articles published in college magazines

Had training in Personality Development Programme

Had Inplant Training in BSNL (Sripuram-Tirunelveli)

### **12th STD (Group-1)**

(June 1997-March1998)

### **St. Ignatious' Convent Hr.Sec. School**

**Scored 83.25%**

Majored in Maths and Biology

Member of Bharath Scouts and Guides

Member of School Choir

### **S.S.L.C**

(june1995-March1996)

### **St. Ignatious' Convent Hr.Sec. School**

**Scored 90%**

Awarded Rajya Puraskar in Bharath Scout and Guides

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## Work Experience

### **Jesus Calls Prayer Tower (counseling & Management of Reports) Tirunelveli**

March 2013–Dec 2016

Developed team communications and information for meetings.  
Increased profitability and productivity by minimizing downtime and streamlining quality control procedures.

Observed individuals and groups to assess, evaluate and predict behaviors.

Applied variety of psychological methods and techniques in screening, assessment, and evaluation of clients.

Counseled visitors to help understand and overcome personal, social and behavioral problems.

Assessed student issues pertaining to depression, anxiety and physical abuse to resolve conflicts between students, peers and teachers.

Verified and investigated employee's claims and data.

### **Jesus Calls Prayer Tower (telephone counseling services) Chennai**

Dec 2005–Feb 2008

Worked with partners and visitors to understand needs and provide necessary services.

Managed multi-line telephone system and greeted partners during office visits.

Counseled visitors to help understand and overcome personal, social and behavioral problems.

### **HEBRON DE-ADDICTION AND REHABILITATION CENTRE TIRUNELVELI**

**JUNE 2020- MAY 2023**

#### **ADMIN STAFF**

Worked with patients to provide better services

Fixing appointments and handling case sheets

Have also counselled using previous experiences for the betterment of patient's emotional well being

Hebron provided wide exposure of activities regarding social , individual, team work, understanding patients attitude and computer skills

Taken motivational classes and also on the de-addiction sessions enumerating the procedures of ceasing the addictions.

Reference:-

Dr. Jeshoor Kumar

Director and Consultant

Hebron De-addiction and Rehabilitation Centre

Tirunelveli-7

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