AMUTHA R

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PROFESSIONAL SUMMARY

Detail-oriented, competent, and analytical professional with an extensive academic background in Computer Applications and Electronics. Proven experience in institutional quality assurance (IQAC) frameworks, process management, and academic compliance within reputed educational ecosystems, complemented by foundational corporate technical training. Exceptional structural organization, critical thinking, and coordination capabilities aimed at bringing rigorous compliance and systematic efficiency to a progressive educational institution.

PROFESSIONAL EXPERIENCE

IQAC (Internal Quality Assurance Cell) Coordinator / Employee — 2 Years

PSG Institute of Technology and Applied Research (PSG iTech), Neelambur, Coimbatore

- Streamlined macro-level institutional data aggregation processes for recurring statutory audits, compliance certifications, and ranking metrics.
- Collaborated directly with multi-departmental heads to synthesize operational insights, maintaining strict adherence to benchmarked institutional criteria.
- Managed precise internal auditing schedules, cross-verifying departmental records, course files, and academic outputs against national accreditation standards.
- Systematized institutional knowledge repositories to ensure seamless historical retrieval during external quality assessments and accreditation site visits.

Programmer Analyst Trainee — Early Career

Cognizant Technology Solutions India Private Limited

- Underwent rigorous corporate training on advanced software engineering cycles, system logic architectures, and dynamic database fundamentals.
- Contributed to modular functional scripting, diagnostic checking, and precise technical specification blueprints within collaborative developer pods.

EDUCATION

Degree / Course	Institution	Year	Result
Master of Computer Applications (MCA)	Coimbatore Institute of Technology (CIT)	2004–2007	7.58 CGPA
Bachelor of Science (B.Sc.) in Electronics	PSG College of Arts and Science	2001–2004	80.6%*
Higher Secondary Course (HSC)		2001	73.4%

Degree / Course	Institution	Year	Result
	Perks Matriculation Higher Secondary School		
Secondary School Leaving Certificate (SSLC)	Perks Matriculation Higher Secondary School	1999	67.7%

** Awarded First Class with Distinction*

TECHNICAL PROJECTS & ACADEMIC LAURELS

- **Industrial Research Project:** Spearheaded the development of a *Digital Decibel Meter* hosted at **Roots Industries Pvt Ltd** (Coimbatore) during B.Sc. Electronics studies, bridging solid-state engineering principles with sound wave processing logic.
- **Fine Arts Excellence:** Conferred with an exemplary commendation in visual arts/invisible component metrics, underlining holistic creative and spatial talent.

PERSONAL PROFILES & CREDENTIALS

Date of Birth: July 5, 1983 **Languages:** English, Tamil

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