**AMRATHRAJ**

**Email:** [**amithraj-255343@2freemail.com**](mailto:amithraj-255343@2freemail.com)

**CAREER OBJECTIVE:**

**A result oriented professional with 5+ years of rich & extensive experience in General Administration, Teaching, Educational Assessment, Classroom Presentation,, Coordination and Student**

**SKILLS:**

**Relations**

**Actively involved in supervising and managing operational planning and developm ent, and directing the day-to-day academic and associated operations of the school.**

**Proven skills in managing team s to work in sync with the corporate objectives & otivating them for achieving business and individual goals.**

**Adept at molding the raw pot ential of prospective candidates to professionally fit into suitable placements.**

**Proactively participated in dev elopment, implementation and maintenance of po licies, objectives, short-and long-range planning .**

**Exceptional communication, presentation & mentoring skills.**

**Motivated, versatile, enthusiastic and creative educator with a passionate commitment to the academic / social development of students.**

**Liaising with Education & othe r Departments for establishment & smooth running of the institution.**

**Providing leadership & guidance to the Teaching and Administrative Staff; imbibin g discipline in students.**

**Fostering relationships betwe en the institution and the community; acting as a R esource person for several workshops; orientatio n programmes, general and subject based.**

**Teaching & Student Managem ent**

**Designing, developing & customizing training programmes / teaching curriculum f or the student. Accountable for fostering a healthy learning atmosphere in class and responding to all classroom**

**queries in a spontaneous manner; facilitating / coaching and training by using int eractive**

**Discussions**

**Organizing and developing, or obtaining, training procedure manuals and guides and course materials such as handouts and visual materials.**

**Significant Attainments**

**Capably organized fancy dress shows, poem recitation competitions ,ann ual day function, art and craft competition (paper tearing ad pasting, best out of waste ,ca rd making etc.) picnics and**

**Excursions for childre n, summer camps which included activities like wat er play ,music and movement, storytellin g, dramatization, painting ,cooking, table-manners and computer education.**

**ACADEMIC EDUCATION:**

**M.ED - Malayalam with 56% from MG University, India (2009). B.ED - Malayalam with 52% from MG University, India (2008). MA - Malayalam with 62% from MG University, India (2007).**

**BA - Malayalam with 56% from MG University, India (2007)**

**ADDITIONAL SKILLS:**

* **Folks studies**
* **Sports**
* **Games**
* **Music**
* **MS Office**

**PERSONAL INFORMATION:**

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| **Date of Birth** | **:** | **25 May 1983** |
| **Marital Status** | **:** | **Married** |

**REFERENCE:**

**Available upon request.**

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