***CURRICULUM VITAE***

ASHA AGNES LOUIS

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| *Objective* |

Seeking a challenging and responsible position in Teaching, Human Resources, Administration, Accounts, Banking, Operations, where professional experience, exceptional skills, intellectual knowledge can be utilized to full potentials. The ideal position should allow for continued professional growth, offering an environment in which advancement is based on strength of individual contributions to the realization of organizational goals.

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| KEY COMPETENCIES AND SKILLS |
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**Teaching**

* Comprehensive knowledge of all relevant teaching laws, academic policies

and administrative regulations.

* Using resources and technology to enhance lessons.
* Ability to develop ideas and skills that will enhance the teaching across a school.
* Modifying the curriculum and coursework when necessary.
* Experience in developing partnerships with the community and external

organizations..

* Having a good clear voice and able to stand for long periods in front of a

classroom full of pupils.

* Willing to take responsibility for the upkeep of books & classroom resources.

**Professional**

* Interacting with colleagues on a professional level and able to establish and

maintain productive relationships with them.

* Typed documents such as correspondence, drafts, memos and e-mails.
* Opened, sorted and distributed incoming messages and correspondences
* Active team member with self drive and motivation.
* Recorded, transcribed and distributed minutes of meetings.
* Expert in Microsoft office, with a focus on excel.
* Excellent writing and communication skills.

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**Personal**

* Willing to take full responsibility for own professional development and

duties in relation to school policies and practices.

* Can make quick decisions.
* Possessing a friendly, approachable and reliable nature.
* Can function well in a target driven, hectic and fast paced environment.

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| *Employment History* |
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**June 2005 – May 2016**

**Preshitha Matha ICSE school, Kollam, Kerala.**

**Computer Teacher & Administrator**

Responsible for giving students a rigorous, well rounded education & maintaining discipline in accordance with school policies. Also in charge of monitoring pupils with regard to their attendance, appearance & punctuality.

**Duties-**

* Working with other teaching staff to set goals, objectives and methods
* Encouraging students to ask questions and to express their difficulties
* Establishing effective classroom management practices.
* Giving feedback to pupils and writing progress reports for their parents.
* Identifying special needs pupils and those with learning disabilities
* Taking students out on field trips.
* Participating in after school extracurricular activities.
* Listening to students to understand their concerns and needs
* Responding to misbehavior in a effective but measured way.
* Teaching pupils who have experienced difficulty with mainstream education.
* Preparing and setting tests, examination papers, and exercises
* Organising school parties, competitions and field trips.
* Responsible for maintaining personal files for all employees.
* Responsible to maintain CV’s database for future reference
* Responsible for preparing the leave plan for each department
* Responsible to coordinate with the bank for opening the bank account for the new staff.
* Timely update of the staff list - New joiners / resigned staff.
* Responsible for the attendance of all staff working in Preshitha Matha ICSE school.
* Good Knowledge about CISCE Online Portal

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| *Courses & Seminars* |

* **International Seminar on Personality Development**
* **Seminar on Business Ethics & Leadership, IMK Kollam**

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| *Projects/Workshops* |

* **Comparative study on New Trends and Old Chalk and Talk method of Education**

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| *Academic Qualifications* |

# Post Graduation : M.Com- Annamalai University (Ongoing)

# Graduation : B.Com - University of Kerala (60%)

**Diploma : PGDCA - C-DAC University [A Grade]**

**Pre-degree** : **Commerce Stream (Commerce, Accountancy,**

**Business Studies and Business Communication)**

**High School**  : **SSLC , Board of Public Examinations, Kerala**

St. Joseph’s Girl’s High School, Kollam.

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| ***IT Skills*** |

Application Tools : MS Word, MS Excel, Email, Internet with good typing skill

Software : Tally

PGDCA : CDAC University, A+

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| *Personal Details* |

**Date of Birth** : 3 June, 1983

**Nationality** : Indian

**Marital Status** : Married

**Sex** : Female

Languages Known : English, Hindi, Malayalam, Tamil

### Interests : Travelling, Listening Music

**Job Seeker First Name / CV No: 1815498**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

