**RESHMA RAJU**

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**CAREER OBJECTIVES:**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with management. To build a long term career as a teacher with opportunities for career growth and to encourage creativity and higher order thinking in children and obtain a teaching position that uses modern teaching methods such as e learning and team leaning

**EDUCATIONAL QUALIFICATION**:
**Bachelor in Education (B Ed)**

2010-2011 from Avila College, Kochi, Kerala.

**Bachelor in Science (BSc)** Mahatma Gandhi University

2006-2009 from St.Teresas College Kochi, Kerala.

**Post Graduate Diploma in Computer Applications (PGDCA)**

2010-2011 from Juby Institute, Kochi, Kerala.

**Technical Proficiencies:**

MS Word (Intermediate User)
MS Outlook (Advanced User)
MS Excel (Intermediate User)

MS Powerpoint (Intermediate User)

**WORK EXPERIENCE:**

* **2014 – 2016**

**JUST PRINT PRINTING PRESS LLC - Client Services Manager**

Joined as Admin Asst. based on the performance within short span of time promoted to Administrator and then to Client Service Manager.

**Duties and responsibilities:**

* Individually headed customer care services dept. which included duties of attending queries pertaining to orders, providing estimation, confirmation of orders, job order preparation, allocation of job to designated personnel, order execution, arranging delivery, maintenance of delivery orders, invoicing and finalization of orders.
* After Sales: collection of payment, queries handling. Gathering feedback data from clients etc.
* **2013-2014 (6months)**

**Teacher – Indian Academy ,Dubai**

* **2011-2012**

 **Teacher** - **Our Lady’ Convent School, Kochi.**

Teaching Middle School

* **2010-2011**

 **Teacher - CCPLM Anglo-Indian School, Kochi.**

Teaching Middle School**.**

 **TEACHING SKILLS:**

* Proven ability to stand in front of groups of children and present class materials and tutorials; good communication skills with other adults (colleagues) and children of different ages
* Possess strong multitasking abilities to accomplish tasks in a busy classroom environment.
* Able to effectively develop relationships with students, teachers and staff.
* Excellent planning and organizational skills; ability to put together lesson plans and prepare required materials for classes of different skills and year groups.
* Enjoys working under pressure to meet targets, and can handle challenging environments.
* Writes clearly and concisely, speaks effectively, listens attentively, openly expresses ideas, negotiates/resolves differences, leads group discussions, provides feedback, persuades others, provides well-thought out solutions, gathers appropriate information, confidently speaks in public.

**INTERPERSONAL SKILLS:**

* A self-starter and quick learner with bachelor’s degree in science with two years experience teaching middle school.
* Genuine interest in the welfare of children, prepared to work beyond the call of duty for the sake of the children.
* Academic competence with sufficient subject mastery to provide competent leadership and guidance to the learners.
* Ability to inspire and motivate learners to do well in the subject.

**PERSONAL DETAILS:**

**Interests** : Travelling, Music, Painting, Vegetable

 Printing, Glass Painting.

**Nationality** : INDIAN

**Marital Status :** MARRIED

**Date Of Birth** : 12.03.1989
**Language Known :** English, , Malayalam, Tamil, Hindi

**Job Seeker First Name / CV No: 1815900**

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