**CURRICULUM VITAE**

**HONEY**

[**HONEY.335079@2freemail.com**](mailto:HONEY.335079@2freemail.com)

**CAREER OBJECTIVE**

Highly skilled and patient teacher with a stellar record of providing quality education. Adapt at working well in the classroom independently and in conjunction with other teachers and staff. Able to handle child behavioral and developmental issues with sensitivity and compassion.

**SUMMARY OF QUALITY**

* Extensive teaching experience
* Exceptional skills in managing junior children
* Strong grasp of class curriculum
* Superior ability to encourage gifted children
* Excellent skills in teamwork and independent initiative
* Good time management and organizational skills
* Outstanding oral and written communication skills

**WORK EXPERIENCE**

**MOUNTSEENA PUBLIC SCHOOL(2006 to 2008)**

* Collated activity resources and materials.
* Communicated children's growth and development to parents and guardians on a regular basis.
* Identified child development and behavior problems and suggested solutions and remedies.
* Maintained and updated child records and assessments.
* Followed all state and school guidelines in all activities.

**SRI KRISHA COLLEGE OF ENGINEERING AND TECHNOLOGY,** Tamilnadu, India (May 2008 to Nov 2010)

* Was instrumental in making 100% placement for, 2008 & 2009 Batch.
* Initiated and organized placement and personality development training programs.
* Organized nearly 100+ placements during 2008 to 2009.

**EDUCATIONAL QUALIFICATIONS**

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| * **Masters Degree in Business Administration [M. B. A. in Human resource management]**  December 2010 Bharathiar University, Coimbatore, India.   * **Bachelors Degree in Commerce [B. Com]**   **April 2004**  University Of Calicut, Kerala, India.   * **Diploma in medical transcription**  July 2005 KG Informations systems private limited, Coimbatore, India. |

**SOFTWARE EXPERTISE**

* Working knowledge of MS Office applications such as Word, Excel, Outlook (E - mail), PowerPoint etc. and Internet.
* Certificate in Professional Accounting from the Institute of Professional Accountants, Kerala. (*October 2004*).
* *Handled finalization of accounts.*
* Completed Certificate Course in Computers – C and C++ and DTP from Bharatiya Vidya Bhavan, India *(July to December 2003).*

**ADDITIONAL ATTRIBUTES**

* Possess good command over written and oral English with a friendly demeanor, good inter-personal skills and a pleasant personality.
* Self-motivated with an initiative and commitment to achieve, highly meticulous, well organized and have a great degree of confidentiality and maturity to handle matters with tact and discretion.
* Ability to handle a variety of tasks simultaneously and under pressure.

**PASSPORT DETAILS**

* Date of Issue : 08/04/2011
* Date of Expiry : 07/04/2021
* Visa Status : Husband’s visa
* Date of Issue :12/05/2015
* Date of Expiry :11/05/2017

**PERSONAL PROFILE**

Date of Birth : 16.01.1983

Gender : Female

Nationality : Indian

Languages Known : English, Malayalam, Hindi & Tamil

I hereby declare that the above particulars are true to the best of my knowledge and belief.