**CHITRA**

**CHITRA.338146@2freemail.com**

 **Professional Goal:**

An inspiring, self-motivate and dynamic primary teacher with experience in teaching all primary years. Now looking for a position within an exciting proactive school where I can contribute to the curriculum, work alongside colleagues and school.

**Educational qualification:**

* Completed BE.(ECE) in Jayaram College of Engg & Tech, Tiruchirapalli under Anna University in May-2012
* Completed Diploma in Arasan Ganesan polytechnic college, Sivakasi under DOTE in March-2009
* Passed S.S.L.C Examination in March 2006

**Work Experience:**

1. **Aircel cellular limited**

**Designation : Grade1 Executive officer**

**Duration** : From March 2013 to August 2013.

1. **Edustar International CBSE School, Kovilpatti.**

Worked as a Trainer for Senior KG in Edustar International CBSE School, Kovilpatti.

 **Duration:** May 2014 to March 2015.

1. **Mount Litera Zee School, Sivakasi.**

 Worked as a Facilitator for senior KG in Mount Litera Zee School, Sivakasi

  **Duration**: April 2015 to May 2016.

**Softwares:**

Basic knowledge in MS word

 Basic knowledge in excel

**Responsibilities handled:**

* Monitoring attendance
* Preparation of progress charts
* Prepare lesson plans and methods of assessment
* Taking Parent-teacher meetings to report the growth and progress of children

**Key skills:**

* Ability to get involved with the children easily
* Good teaching skills
* Explaining power
* Polite and approachable
* Have patience

 **Soft Skills:**

* Communication
* Ability to Work Under Pressure
* Decision Making
* Time Management
* Self-motivation
* Teamwork
* Creativity

**Extracurricular activities:**

* Got second position in District level Art competition conducted by Lions club, Sivakasi
* Completed ‘B’ certificate exams in NCC conducted under the authority of Ministry of Defense
* Got second position in 100mtr dash race during the year held in Arasan Ganesan Polytechnic College, Sivakasi
* Positioned as Winner in Annual sports meet (Hand Ball) held in Arasan Ganesan Polytechnic College, Sivakasi
* Actively participated in college cultural and intra college sports

**Personal details:**

 Husband’s occupation : Senior Operator

 Emirates Printing Press

 Al quoz, Dubai

Date of Birth : 14-04-1991

Languages known : English, Tamil (read & write)

**Declaration:**

I hereby declare that the details furnished above are true to the best of my knowledge.

**Place:** **Dubai**

**Date:**