**Profile and System Skills:**

Qualified educator 7+ years of proven experience. The proven Role provides a wide range of administrative support services to various departments. Handling departmental correspondence and administrative arrangements. The role also accounts to maintain and resolve day -to-day problem. Interaction is generally with middle to senior level management and also with parents. Role requires superior PC skills and some administrative and interpersonal competencies and extensive patience with children and parents.

**Proficient Knowledge of MS OFFICE Packages (Word, Excel, PowerPoint), Smart Board and good typing skills.**

**Personality:**

A dedicated team player, who possess excellent planning, monitoring, organising, leadership, confidentiality, staff supervision, communication, presentation, follow up, interpersonal and management skills.

**Professional Experience:**

* May 2014 – till Date - UNITED INTERNATIONAL SCHOOL (ICSE), Bangalore, India

Secondary Teacher (*Commerce, Economics, English & Social Science)*

* 2012 – March 2014 - Gnana Bhaskara Public School (ICSE)

Primary & Secondary Teacher (*E.V.S, English, Social Science & Computer Teacher.)*

Experience in Conducting Class workshops for New Teacher’s.

Handling secretarial jobs *(Typing business letters, print outs, School fees accounting).*

* 2011 - 2012 - New Baldwin School for *Primary Section*.

Class Teacher for III & IV.

Trained students from I to IV Std in Basic Computer skills in Microsoft Windows application.

Worked for School Administration in Tally.

**Additional Qualification:**

English Trainer for Arab university Students – Trained them in English Vocabulary & Grammar with Conversation.

**Educational Qualification:**

M.Com - GITAM University – 2016 - Pursuing M.com (I yr.)

B.Ed. - Sree Narayana Guru College - 2014

B.Com - Bishop Cottons Women’s Christian College - 1997 - 2000

**Personal Profile:**

Marital Status - Married

Date of Birth - 10 – 07 - 1979

Nationality - Indian

Religion - Christian

Languages Known - English, Kannada, Hindi, Malayalam, Tamil.

**Interests and Hobbies:**

Traveling, Reading Books, Painting, Cookery, Gardening and Music.