**AMIRTHA**

CAREER OBJECTIVE:

 Dedicated, resourceful and goal driven professional educator with a solid commitment to the social and academic growth and development of every student.

EDUCATIONAL QUALIFICATION:

* **Bachelor of Arts** (B.A) (English Literature) in Quaid-e-millat govt. college for women.
* **Master of Arts** (M.A) (Public Administration) in University of

Madras.

ADDITIONAL QUALIFICATION:

 **Diploma in International Travel and Tourism Studies** in Premier International Academy.

TECHNICAL QUALIFICATION:

 English typing Lower

COMPUTER KNOWLEDGE:

 MS-WORD, MS- EXCEL.

WORK EXPERIENCE:

**SR water company pvt ltd** – worked as a **Tele marketer & Back office administrator** for 2 yrs.

**Everwin Vidhyashram** – as a **teacher** for 3 yrs.

**Everwin Vidhyashram** – currently working as **Vice principal** from 2016 june.

Skills and accomplishment:

* An accomadating and versatile individual with talent to develop inspiring hands-on lessons, which will capture a child’s imagination and breed success.
* Superior interpersonal and communicational skills to foster meaningful relationships with students, staffs and parents.
* Talent for capturing students interest in learning by providing them training, support and guidance.
* Maintain discipline in classroom and provide informative presentation to students and ensure that all students fully comprehend all aspects.

Area of teaching proficiency includes:

* Assessment tools
* Guidance in reading
* Writer’s workshop
* Individualised Education Plan
* Creative Lesson Planning
* Students motivation
* Parent-teacher communication

Professional experience as vice principal:

* Trained new teachers, emphasizing the importance of classroom control, time management, course planning and adherence to curriculum.
* Meet with parents and school administration in a professional capacity to present information gathered during fact finding mission in an effort to improve student participation and elevate performance.

 PERSONAL DETAILS

NAME : AMIRTHA

D.O.B : 24.10.1977

SEX : FEMALE

MARITAL STATUS : MARRIED

E-MAIL : amirtha.369687@2freemail.com

RELIGION : HINDU

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, HINDI, TAMIL (read, write, speak)

PLACE: CHENNAI

DATE: SIGNATURE