**CURRICULUM VITAE**

Email: babu.377021@2freemail.com

**Contact Nos.: C/o 971502360357**

 ****

Name : BABU

Date of Birth : 07-03-1968.

Gender : MALE.

Marital Status : MARRIED.

No. of Children : TWO.

Passport

Date of issue and expiry : 05-01-2017(issue), 04-01-2027(expiry).

Place of issue : Kozhikode.

Educational Qualifications :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exam/Degree | Year | Board/University | Class/Division | Subjects |
| S.S.L.C. (Class 10)Pre-DegreeB.Com.M.Com. | 1984198619891991 | Board of Public Examinations, Kerala State.University of CalicutUniversity of CalicutUniversity of Calicut | FirstThirdSecondFirst. | Malayalam, Hindi, S.S., Maths, English, ScienceAccounts, Commerce, English, Hindi, BMT etc.Accounts, Costing, Banking, Auditing, Mgt. Principle etc.Accounting, Statistics, Economics, Income Tax, Mgt. Principles. |

Professional Qualifications : B.Ed (Commerce).

` : Post Grduate Diploma in Computer Applications (PGDCA).

 : Tally Accounting, Peach Tree Accounting.

Languages Known :

 To Read : MALAYALAM, HINDI, ENGLISH.

 To Write : MALAYALAM, HINDI, ENGLISH.

 To Speak : ENGLISH, HINDI, MALAYALAM.

Games interested : Cricket, Badminton and Kabadi.

Experiences :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **School** | **Board to which Affiliated** | **Designation** | **Subject Taught** | **Classes** |
| April2017June20162009Jan. 2007Feb. 2004Mar. 1999June 19961994 | Till DateMar.2017April 2016Dec. 2007Dec. 2006Dec. 2003Jan. 19991996 | Karma Academy, Shaba, BhutanM.E.S. Central School, Tirur.Kuendrup H.S.S., Gelephu, Bhutan.Huvadhoo School Maldives.Kuen-Gaa H.S.S. Paro, Bhutan.Jigme Sherubling H.S.S., Bhutan.Good Shepherd International School, Ooty.Bhagat Singh Memorial CollegeCalicut. | Bhutan Council for School Examinations and AssessmentC.B.S.E., India.Bhutan Council for School Examinations and AssessmentIGCSE Cambridge.Bhutan Council for School Examinations and Assessment,,I.S.C. India, IGCSE and AICE CambridgeUniversity of Calicut | V.P. Academics & Adm.H.M. Senior Secondary.V.P. Academics& Adm.TeacherV.P. AcademicsTeacherTeacherLecturer | AccountsAccounts.Accounts.AccountsAccountsAccounts & EconomicsAccounts and B.StudiesAccounts | 11 and 1211 and 1211 and 128, 9, 1011 and 129, 10, 11 and 129 -12B.Com |

UAE Experience : Kerry Fisher Design. Accountant. One year(2008).

Experience in Communicating with CBSE: Student registration, Mark uploading,

 Practical Exams, other correspondence

 Etc.

Special Achievement : 1. Conducted Workshops relating to Classroom Management.

 2. Done Workshop relating to Professional Development of

 Teachers.

 3. Workshop relating to Lesson Planning and Blue Print.

 4. Conducted Workshop on 21st Century Pedagogy.

Responsibilities Handled : Maintain record of year Plan/Block Plan and check it with

 syllabus coverage monthly.

 : Prepare School time table.

 : Conduct home examination, unit/monthly tests.

 : Assess teachers’ performance with the help of students’

 Feed back.

 : Prepare time table for remedial class to the weaker

 students.

 : Direct teachers in assisting the high performers for

 academic excellence (By Forming Apex Club).

 : Prepare study time table for boarder students.

 : Supervise classroom teaching of teachers with the help of

 HODs.

 : Meet with parents especially after examinations/tests.

 : Take corrective action for disciplining students as the vice

 chairman of the School Discipline Committee.

 : Help teacher colleagues to have conducive teaching

 atmosphere in the campus.

 : Help and assist Principal in all school related activities –

 both Curricular and Co-curricular.

**At present I am working as Accounts and Business Studies teacher in Buds Public School, Dubai on Visit Visa.**

Publication : **Easy Accounts- Course Guide for Class 12 Accountancy.**

 ISBN: **08 978 99936 12 44 5**

Has experience in dealing with different Syllabuses like Central Board of Secondary Education, India, Indian School Certificate Examinations India, Cambridge University (‘O’ Level and ‘A’ Level), University of Calicut, and Bhutan Higher secondary Examination Certificate, Bhutan.

I do hereby declare that the above given information are true and correct to the best of my knowledge and belief.

Babu