



Anupa Preeti Jaison

COMMERCE ,ACCOUNTANCY BUSINESS STUDIES COMMERCIAL STUDIES ,COMMERCIAL APPLICATION

I aspire to build my career with a well-established institution alongside committed and dedicated professionals, where I can develop my skills in a competitive knowledge environment and contribute as a valuable asset to the growth of the organisation.

WORK EXPERIENCE

- Police Public School- Coordinator & Teacher(2021 - Present)Coordinated academic operations for the year(2024-2025)
- Served on the School Examination Committee (2022-2023)
- Army Public School, ASC & College-Part-Time Teacher (2018 - 2019)
- Enlightenment Educational Trust-Coordinator Part Time(2012 - 2015)
- Pearson Publishers-Contract Position
- Ebenezer International School & Junior College-Teacher & Lecturer(2011 - 2012)
- India International School-Teacher & Lecturer (2008 - 2011)
- Cambridge Public School-Teacher(2006 - 2008)

SUBJECTS HANDLED

- Commerce
- Accountancy
- Business Studies
- Commercial Studies Commercial Application

BOARDS HANDLED

- ICSE, IGCSE / A LEVEL, PUC, ISC, CBSE

CLASSES TAUGHT

- Primary
- Secondary
- High School
- Senior-Secondary

OTHER WORK EXPERIENCES

- Organized industrial trips for Commerce students to ELCIA (2022) and BEML (2019)
- Trained school children in dance performances

ROLES AND RESPONSIBILITIES

- Academic Coordinator (2024-2025)
- Examination Committee Member, School-Level (2022-2023)
- H.O.D, Commerce Department (CBSE, Grades XI & XII)
- Assistant Superintendent, Term-2 Board Examination (CBSE 2022)
- External Examiner, Grade 12 Accountancy and Business Studies (CBSE 2019, 2022, 2023)
- Invigilator, Grade 10 Board Examination (ICSE 2008)

EDUCATIONAL QUALIFICATIONS

- B.Com (Accounting)
- M.Com, M.B.A. (Finance Management)
- B.Ed
- M.Ed (Pursuing, 3rd Semester)
- Professional Guidance Resources for Strengthening Schools (ICTRC)

ADDITIONAL SKILLS

- Proficient in MS Office
- Completed Cambridge University workshop for Business Studies (A-Level, IGCSE)
- Tutor-led Online Business Studies Courses (IGCSE, AS/A Level)
- ICTRC 6-month training program for school teachers

PERSONAL STRENGTHS

- Hardworking, Honest, Disciplined, Dedicated

REFERENCES

- Ms. Siji Mathew - TGT Mathematics, One World School - 9591999275
- Ms. Manasa Krishna - TGT Biology, Police Public School - 9900028628
- Ms. Joyce Jose - Deputy Head & PGT Geography, Mallya Aditi International School - 9886014833
- Ms. Deepa Desikan - Principal, Amaatra Academy - 9945095951

PERSONAL DETAILS

- Date of Birth: January 15, 1984
- Nationality: Indian (Christian)
- Hobbies: Painting, Singing and Dance
- Languages Known: English, Hindi
- Training/Sports: Represented in Throw ball , Extensive experience in Scouts & Guides (Parades, First Aid, Estimation and Knots)



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