

CURRICULAM VITAE

KANIMOZHI. P

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AREA OF INTEREST

Administration

CAREER OBJECTIVE:

To continue my career with an organization that will utilize my management, supervisory and administrative skills to benefit mutual growth and success.

ACADEMIC QUALIFICATION

SL NO	COURSE	NAME OF UNIVERSITY/ BOARD	YEAR OF PASSING
1.	B.Sc.	St. Josephs Arts and Science College	1998
2.	P.U.C.	Vanivilas Institute	1995
3.	S S L C	Ujjval Vidyalaya	1993

TECHNICAL QUALIFICATION

B.Sc. in Computer Maintenance
MS Word, Excel,

PROFESSIONAL PROFILE:

- Currently working at Winmore Academy (CBSE Curriculum), Whitefield Branch**
Duration: April 2021 till date as Admin Manager, CBSE Coordinator, Parent Relations Manager.

Position Overview: The Admin Manager will serve as the first point of contact for all visitors to the school, including parents, students, staff, and external stakeholders. This role involves a range of tasks including handling CBSE-related tasks, managing parent relations, and supporting the principal's office. The ideal candidate is organized, professional, and capable of managing their workload and prioritizing tasks in a fast-paced school environment.

Key Responsibilities:

- CBSE Coordination:**
 - Assist in compiling and maintaining all CBSE-related documents and records.
 - Liaise with CBSE officials and coordinators, ensuring the school adheres to the board's guidelines and updates.
 - Coordinate and assist in CBSE-related events, examinations, and activities.
- Reception and Front Desk Management:**

- Greet and welcome parents, students, staff, and visitors to the school.
 - Answer all incoming calls and redirect them or manage queries as needed.
 - Receive letters, packages, etc., and distribute them to appropriate personnel.
3. **Parent Relations:**
 - Address queries from parents regarding admissions, fee structures, school events, and other concerns.
 - Schedule parent-teacher conferences and meetings.
 - Assist parents with the completion and submission of various school-related forms.
 4. **Support to Principal's Office:**
 - Coordinate schedules, meetings, and appointments for the Principal.
 - Prepare and distribute memos, letters, and other documents as requested by the Principal.
 - Handle confidential documents, ensuring they remain secure.
 - Take minutes of meetings as directed by the Principal.
 5. **General Administration:**
 - Maintain a filing system for historical records and retrieve files as requested by senior management and other staff.
 - Assist in the preparation of regularly scheduled reports.
 - Develop and maintain a list of contacts critical to the mission of the school.
 - Order front office supplies and keep an inventory of stock.
 - Maintain the front desk and reception area in a tidy and presentable manner.
 6. **Additional Responsibilities:**
 - Communicate pertinent information to staff, teachers, and school community as directed.
 - Engage in professional development sessions and staff meetings.
 - Perform other related duties as assigned by management.

Detailed Roles and Responsibilities:

1. **CBSE Coordination**
 - **Documentation:** From student admissions, registrations for board exams, to faculty qualifications – every detail needs documenting as per CBSE guidelines. Efficient record-keeping, timely updates, and easy retrieval systems are essential.
 - **Understanding CBSE Norms:** An in-depth understanding of CBSE norms, guidelines, and updates is the foundation. Regular visits to the official CBSE website, subscriptions to their newsletters, and attending CBSE workshops can ensure that the school remains compliant.
 - **Liaison with CBSE Officials:** Regular communication with CBSE officials helps preempt potential issues. Whether it's about exam schedules, curriculum updates, or clarifications on guidelines, the coordinator ensures the school stays aligned with the board's directives.
 - **Examination Management:** During board exams, logistical arrangements for exams, and coordinating with other schools.
 - **Result Compilation and Distribution:** Post exams, the CBSE coordinator oversees the receipt of results, helps to compile them, ensures they are securely stored, and coordinates the distribution to students and parents.
 - **Affiliation and Renewals:** If the school is newly venturing into CBSE curriculum or is due for its periodic renewal of affiliation, the coordinator manages the process. This is an extensive process and involves ensuring the school meets CBSE criteria, compiling necessary documentation, and handling the application process.

- **Continuous Training:** CBSE often introduces changes – in evaluation patterns, curriculum, or other areas. The coordinator ensures that teachers are informed of these changes and arranges for training or workshops if needed.

2. Reception and Front Desk Management

- **Visitor Management:** The Admin Manager is tasked with welcoming all visitors – be they parents, vendors, or other stakeholders. Every interaction needs to reflect the ethos of the school: respect, warmth, and professionalism.
- **Call Handling:** Efficiently addressing incoming calls involves understanding the caller's needs, providing information, or redirecting calls to the appropriate department. Maintaining a calm demeanour, even under peak call volumes or challenging interactions, is essential.
- **Documentation and Distribution:** The receipt of letters, packages, and other mail, demands an organized system. Logging arrivals, notifying recipients, storing items securely until collection, and ensuring timely distribution are all part of this task.
- **Appointments and Scheduling:** Often, parents or other stakeholders require scheduled appointments with teachers, the principal, or other staff. The Manager must manage calendars, avoid overlaps, and send reminders.
- **Information Dissemination:** The front desk is a hub for queries – from school timings, events, holidays, or any sudden changes. The Manager should be updated and equipped to provide this information.

3. Parent Relations:

- **Queries and Concerns:** Parents often have myriad queries - academic, administrative, or otherwise. The Manager should address these with clarity, patience, and empathy.
- **Feedback Mechanism:** A structured system should be in place for parents to provide feedback – whether it's about teaching methodologies, school facilities, or any concerns. The Manager ensures this feedback reaches the appropriate department.
- **Scheduling:** Whether it's parent-teacher meetings, special events, or addressing specific concerns, efficient scheduling ensures smooth interactions and avoids potential conflicts.
- **Communication:** The front office often sends out circulars, notifications, or reminders. Ensuring these are clear, timely, and reach the intended recipients is essential.
- **Grievance Handling:** At times, parents might have grievances. Handling these requires tact, understanding, and a problem-solving approach, ensuring parents feel heard and valued.

4. Support to Principal's Office:

- **Diary Management:** The Principal's day is packed with meetings, reviews, and interactions. Efficient diary management, prioritizing tasks, scheduling breaks, and ensuring time for unforeseen tasks is crucial.
- **Documentation:** From internal memos, official letters to reports, the Manager drafts, reviews, and dispatches various documents as per the Principal's directives.
- **Meeting Minutes:** Attending meetings, taking meticulous notes, highlighting action items, and ensuring follow-ups form a significant part of this role.
- **Confidentiality:** The Principal's office often handles sensitive information. Ensuring the confidentiality and security of such data is paramount.
- **Liaison:** The Manager acts as a bridge between the Principal and other departments, ensuring clear communication, following up on tasks, and ensuring the Principal's directives are implemented.

5. General Administration

- **Record Keeping:** Whether it's student records, faculty details, or financial data – systematic record-keeping ensures easy retrieval and efficient operations.
- **Inventory Management:** From stationery, official forms to first-aid supplies, the Manager oversees inventory levels, places orders, and ensures timely replenishments.
- **Maintenance Coordination:** Liaising with housekeeping, security, or technical support to ensure the school's premises and facilities are well-maintained falls under this purview.
- **Event Support:** Schools often host events – annual days, sports days, or workshops. The Manager supports in logistics, coordination, and ensuring smooth execution.
- **Vendor Management:** From negotiating contracts, ensuring service delivery to handling invoices, managing vendor relations is a key responsibility.

6. Miscellaneous Tasks in School Administration:

In school administration, the term "miscellaneous tasks" encompasses a broad array of duties that, while not always falling under a specific category, are crucial for the smooth running of an educational institution. These tasks often fill the gaps between larger, more defined roles, ensuring continuity and efficiency in operations.

Event Coordination: Beyond regular classes, schools host a myriad of events - from annual days and sports meets to parent-teacher meetings and cultural festivals. Miscellaneous tasks in this context include:

- Organizing event logistics such as seating arrangements and refreshments.
- Coordinating with external vendors for sound systems, decorations, or catering.
- Assisting in the procurement of event-specific materials, costumes, or props.

Supply Management: Ensuring that the school never runs out of necessary supplies is pivotal.

- Regularly checking and replenishing first-aid kits across the school.
- Ensuring there's always a stock of essential stationery items like pens, papers, and markers.
- Managing seasonal supplies, such as umbrellas during monsoon months or extra water during summer.

External Communication: Communication isn't limited to internal stakeholders.

- Engaging with local authorities or boards regarding permits, inspections, or regulatory matters.
- Assisting in the creation and dispatch of newsletters, brochures, or promotional materials.
- Handling press or media communications during significant school events or achievements.

Digital Management: In today's digital age, schools aren't limited to brick and mortar.

- Regularly updating the school's website with recent events, announcements, or academic achievements.
- Managing the school's social media profiles, ensuring regular and appropriate posts.
- Assisting teachers or students with minor tech issues, like projector malfunctions or computer glitches.

Health and Safety Protocols: Ensuring the safety of students and staff is paramount.

- Organizing regular fire drills or evacuation exercises.
- Conducting periodic checks of safety equipment, such as fire extinguishers or alarm systems.
- Liaising with health professionals for annual health check-ups or vaccination drives.

Feedback Collection: Continuous improvement is the goal of any institution.

- Creating and distributing feedback forms post-events or at the end of academic terms.
- Collating feedback for review and analysis.
- Assisting in implementing changes based on feedback received.

Alumni Relations: Past students are a valuable part of the school community.

- Assisting in maintaining an updated alumni database.

- Coordinating alumni meets or events.
- Managing communications for alumni newsletters or updates.

Campus Upkeep: A well-maintained campus contributes to a conducive learning environment.

- Coordinating with housekeeping staff for cleanliness schedules or specific cleaning drives.
- Assisting in periodic maintenance checks, such as plumbing, electrical fittings, or infrastructure inspections.
- Engaging with landscaping professionals for garden maintenance or beautification projects.

Staff Support: Teachers and non-teaching staff form the backbone of a school.

- Assisting in planning and organizing staff training or professional development sessions.
- Coordinating for staff welfare initiatives, such as health camps, team-building outings, or festivals.
- Managing logistics for staff meetings or conferences.

Transport Management: For schools providing transport, ensuring its efficient running is vital.

- Assisting in route planning or scheduling for school buses.
- Addressing parent concerns or feedback related to transportation.
- Engaging in periodic reviews of transport staff or vehicle maintenance checks.

Student Admissions & Staff Recruitment:

- Handling the admission leads (Telephonic, e-mails & Walk in), counseling and converting into admissions, end to end process.
- Updating ERP Database (Admissions and TCs), generating reports and sharing the reports with the reporting authority.
- Shortlisting of candidates and scheduling interviews during recruitment drive until completing the joining formalities by HR, end to end process.
- Maintenance of Database (Students, Teachers, Admission Enquiries, TCs, Recruitments)
- Handling Police verification of all staff.

2. **Worked at Basil Woods International School (IGCSE Curriculum), Gunjur:**

Duration: December 2019 to August 2020 as Admin and HR coordinator.

- Collecting fees from parents, updating in the fee portal, giving the fee receipts to parents.
- Maintaining Fee collection Report and updating on a regular basis and sharing the report on a weekly basis to the Director.
- Handling the stock and maintaining the stock registers.
- Contacting the vendors, getting quotations, helping in finalizing the vendor and follow up for the materials etc.
- Responsible for maintaining all staff and student data.
- Preparing the costing of books and keeping the track of books stock and distributing the books to students and also preparing uniform costing and distribution.
- Responsible in planning and executing the requirements of teachers like printing work.
- Responding to emails.
- Responsible for handling the petty cash and keeping the record of expenses, preparing P and L reports.
- Responsible for Fee followup and fee collection and ensuring all communication from school is delivered to parents through email, sms, and phone.
- One point of contact for Employees for any matters specific for the HR.
- Joining & Exit Formalities (Full & Final Settlement)

3. Worked at PNC Cognitio School (IGCSE Curriculum), Kumbena Agrahara, Kadugodi.

Duration: October 2017 to November 2019 as admission counselor.

- Handling the enquiries (Telephonic & Walk in).
- Keeping track of mail enquiries, inviting them for a school tour
- Diligent follow-up & Conversion
- Updating ERP and Reporting
- Inviting the enquiries for orientation by making calls as well as sending invitation via e-mail
- Update about the programs offered by the school to all the enquiries.
- Maintenance of Database
- Maintenance of weekly & monthly report
- Handling the final admission process until payments.
- Filing the documents and maintaining it.
- Handling Police verification of all staff.
- Attending to Parents coming in to meet concerned staff or for early dispersal purpose.
- Attending to Visitors coming in to meet the management or staff.
- Attending to facilitators if they need any sort of help. (giving indent form, print outs, gate pass, etc.)

4. Worked in Vibgyor High International School, Kadugodi, for one year.

Duration: May 2012 to March 2013 as Kindergarten Assistant Teacher.

- Coordinating with the Main Teacher in managing the class and motivating students to participate in the class.
- Coordinating with Main Teacher in preparing theme based charts on monthly basis.
- Helping the students data entry in the portal for assessments.
- Ensuring parents communication to us is smooth and happy with the school functioning and addressing all concerns and taking it forward in the right way.

PAST WORK PROFILE:

Had been into Medical Transcription for 11 years (2000 to 2011)

1. Medical Transcription Training in Sagar Infoscibe Pvt. Ltd., Jaynagar and worked for the same as a medical transcriptionist.

Job Profile

- Transcribing the medical reports.

2. ADS Solutions Pvt. Ltd. Beniganahalli, Bangalore as a Quality Analyst.

Job Profile

- Editing and proofing the transcripts of my team members and guiding them for a better result and improving their skills.

3 Kshema Infotech Pvt. Ltd., Viveknagar, Bangalore as a Quality Analyst.

Job Profile

- Editing and proofing the transcripts of my team members and guiding them for a better result and improving their skills.

4. Spryance (India) Private Ltd., Tidel Park, Chennai as a Quality Analyst

Job Profile

- Editing and proofing the transcripts of my team members and guiding them for a better result and improving their skills.

5. Global Meditrans Pvt. Ltd., Padmanabhanagar, Bangalore as a Quality Analyst

Job Profile

- Editing and proofing the transcripts of my team members and guiding them for a better result and improving their skills.

PERSONAL PROFILE

Name : Kanimozhi. P
Spouse Name : Prabakar. A.S.
Date Of Birth : November 25, 1976
Marital Status : Married
Nationality : Indian
Languages Known : English, Kannada, Hindi, And Tamil
Strengths : Quick Learner, Work With Positive Attitude,
Self-Confident, Self-Motivated, and Open to New Challenges.

References:

1. Ms. Kalpana Mohan, former Principal of Vidyashilp Academy and PNC Cognition School, Academic Consultant and Trainer, Co-Founder UVEmerge
9880417762

2. Mr. Arul Mozhi Varman, Bangalore Branch Head, Continental Automotive Components (India) Pvt. Ltd.

Date:

Place: Bangalore

[KANIMOZHI. P]