

Mrs. Lavanya shaji
A-603, Sipani Bliss-2,
Kasabahobli, Marsur (p.o)
Neralur road,
Near upkar springfield layout,
Bangalore – 562106
Ph.no. 9620500024



A tireless motivator and innovative solution finder . Have strong instructional, time management and class room management skills.

Career objective:

To acquire a position to utilize my ability in creating interactive study programs, ability to work cooperatively and communicate effectively to create the perfect learning environment for children.

Professional work experience:

- 1. Working as a teacher for senior kindergarten class of 45 students , till date in SFS Academy (CBSE),Malur. (2024- till date).*
- 2. Worked as a lead teacher for senior KG class of 40 students for 8 years in SFS Academy (CBSE), Bangalore. (2016-2024).*
- 2. Worked as a lead teacher for senior KG class of 40 students for 7years in SFS high school, Bangalore. (2009-2016).*

Other work experience:

- Worked as a microbiologist for one year at Zydus cadila healthcare Ltd., in QC department.(vaccine). (sep2005- Oct2006).*
- Worked as a medico marketing executive at Torrent pharmaceuticals, Ahmedabad. (Nov 2006-jan 2008).*

Core competencies:

- ❖ Excellent communication skills – effectively communicates with children, faculty and parents.*
- ❖ Highly organized, efficient, dependable, flexible and responsive.*
- ❖ Collaborative – team player and team focused.*

Skills:

- *Ability to work with children of different aptitude and skills.*
- *Excellent communication and ability to mix with children effortlessly.*
- *Ability to create an effective teaching method for children.*
- *Ability to handle the behavior of children of 3 to 7 years and research skills.*
- *Highly skilled in using various tools to make the teaching interesting and effective.
i.e. books, films, music, dance and games.*
- *Ability to motivate and interact with children effectively, so they can learn quickly.
i.e. rhyming games, story telling, puppet shows and acting games.*
- *Capability to cope up with the individuals and problem solving attitude.*
- *Ability to communicate with parents and good organizational skills.*
- *Excellent in art and craft activities.*

Job Responsibilities

- *Participating in parent-teacher conferences, daily communications, progress monitoring and progress reports.*
- *Establishing and maintaining a positive and respectful classroom culture with effective behavior management practices and classroom organization.*
- *Organizing field trips and fostering parental involvement in and outside of the classroom.*
- *Supervising lunch, snacks and rest time.*
- *Establishing clear objectives for all lessons, units and projects and communicated those objectives to children.*
- *Attended professional meetings, educational conferences and teacher training workshops to maintain and improve professional competence.*
- *Observing and evaluating student's performance, behavior, social development and physical health.*
- *Choreography for dance programs of various class children for annual day celebrations, past 15 years.*
- *Preparing children for sports day and other extracurricular events.*
- *Organizing and preparing various Art and craft activities for the kindergarten students.*

Academic qualifications:

- **M.sc., Biochemistry** (University of Chennai) (2003-2005).(59%)
- **B.sc., Food science nutrition & Biochemistry**, (Double major) (first class) (Avinashilingam deemed university, Coimbatore.) (2000-2003).
- **Class –XII** – first class with distinction

Professional qualification :

- *Diploma in Montessori early childhood education ,(2011).*

Computer Skills

- *Microsoft office (Word, excel and PowerPoint etc).*
- *Internet Savvy, Video editing*

Hobbies

- *Art and craft*
- *Dance*
- *Music*
- *Reading books*
- *Drawing& coloring*
- *Playing carom board & shuttle cock.*

Extra-curricular activities:

- *Championship in carom competition at Avinashilingam university.*
- *Certificate in Hindi exams till praveshika .*

Strengths :

- *Excellent communication skills.*
- *Honest , kind and sincere.*
- *Loving and caring.*
- *Mingles with children easily.*

Personal profile:

Date of birth : 24-09-1983

Marital status : Married

Languages known : English, Tamil, Hindi , Malayalam, Kannada.

Nationality : Indian

I hereby declare that all the details furnished above are true to my conscious.

Date:

Place:

Lavanya Shaji.