

M Saraswathi Ramesh

saraswathiramesh1978@gmail.com | 9444215636 | Chennai, India

Summary

Experienced educator with nearly 30 years in CBSE school, currently serving as Assistant Headmistress. Proven leader in academic administration and Chemistry teaching, consistently achieving 100% board results. Recognized for excellence in teaching, leadership, and student performance.

Professional Experience

SBIOA International School (CBSE), Chennai

April 2023 - Present

Assistant Headmistress

- Managed and organized academic, co-curricular, extra-curricular and administrative functions, including infrastructure and school office records.
- Supervised overall school operations, ensuring discipline, performance, and professional conduct among staff and students.
- Maintained effective public relations with parents, stakeholders, and the community.
- Successfully planned and executed major school events such as Annual Day and Sports Day with high efficiency.
- Taught Chemistry for Grades X, XI, and XII, consistently achieving a 100% pass rate in examinations.

SBOA School & Junior College (CBSE), Chennai

June 1997 – Mar 2023

PGT Chemistry

June 2019 – March 2023

- Taught Chemistry to Grades XI & XII, focusing on curriculum delivery, lab work, and exam preparation.
- Prepared Grade X students for board exams, achieving 100% pass results with consistent centums.
- Designed and conducted assessments, including tests, assignments, and projects.
- Provided individualized academic support, mentoring, and counseling.
- Maintained a positive, inclusive, and disciplined classroom environment.
- Applied modern teaching methods and integrated educational technology.

TGT Chemistry

June 2009 – May 2019

- Taught Science to middle school students (Grades VI–VIII), building strong foundational knowledge.
- Delivered Chemistry classes to Grades IX–X and prepared students for class X board examinations through structured revision and practice - achieving 100% pass results with consistent centums.

- Planned and implemented engaging lesson plans to enhance conceptual understanding.
- Identified learning gaps and conducted remedial classes to support student progress.
- Served as House Mistress for Cholan House, leading team activities and coordinating participation in sports and cultural competitions, securing multiple awards as a team.

SGT

June 1997 – May 2009

- Started teaching career as a Secondary Grade Teacher (SGT), handling primary classes (Grades I–V).
- Designed engaging and age-appropriate lesson plans to support overall child development.
- Developed basic literacy, numeracy, and communication skills through interactive teaching methods.
- Assessed student progress through regular evaluations, worksheets, and activities.
- Created a safe, nurturing, and inclusive classroom environment for early learners.
- Used creative teaching aids, storytelling, and activity-based learning to enhance engagement.

Education

- **P.G. Diploma in School Administration**
Madurai Kamaraj University | 2017 | Second Class – 51%
- **Master of Education (M.Ed)**
Tamil Nadu Teachers Education University | 2011 | First Class – 68%
- **M.Sc. Chemistry**
Madurai Kamaraj University | 2007 | First Class – 63%
- **B.Sc. B.Ed.**
Regional Institute of Education, Mysore | 1996 | First Class – 64%
- **AISSCE (Class XII)**
Kendriya Vidyalaya, Chennai | 1992 | First Class – 80%
- **AISSE (Class X)**
Kendriya Vidyalaya, Chennai | 1990 | First Class – 73%

Awards & Recognitions

- Teacher of the Year Award (2024)
- Promoted to Assistant Headmistress (2023)
- Service Honour Award (2022) for 25 years of dedicated service
- Special Appreciation Award (SBIOA Trust) for consistently achieving centum results in Class X board exams
- Certificate of Appreciation (MHRD, Govt. of India) for outstanding Class X results
- Award of Excellence (2007) – SBIOA Educational Trust