

NEETHU ANOJ

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LinkedIn: [linkedin.com/in/neethuanoj](https://www.linkedin.com/in/neethuanoj)

Experienced Academic Coordinator | CBSE Curriculum Specialist | HR Professional with Expertise in Faculty Development & Mental Health Advocacy

Accomplished academic coordinator with over 10 years of proven success in leading and enhancing CBSE curriculum implementation, academic systems, and faculty development. Adept at driving academic excellence through structured educational audits, teacher training, and curriculum innovation. Holds a Post Graduate Diploma in Child Psychology, bringing a unique blend of psychological insight and HR expertise to foster student well-being and staff mental health awareness. A visionary and adaptable leader with strong people management skills, committed to cultivating inclusive, future-ready learning environments aligned with the evolving needs of 21st-century education.

PROFESSIONAL EXPERIENCE

- Academic Leadership & Curriculum Implementation
- Employee Relations & Engagement
- Training & Development
- Talent Acquisition & Recruitment
- Event & Cultural Program Coordination
- Digital Marketing & Branding
- Workplace Mental Health Support
- Leadership & Team Building

Dynamic and empathetic professional blending creativity with leadership—dedicated to nurturing talent, fostering innovation, and building meaningful connections through every role I take on.

CAREER HISTORY

Organization: SFS Academy Malur
Position Held : Academic Coordinator
Period of service: 2023 – Till Now

Job responsibilities

- Spearheaded employee engagement initiatives.
- Fostering a collaborative work environment.
- **Managed academic and cultural events,** enhancing team synergy and motivation.



Contact details

Thiruthalil house
Kollampara p.o
Nileshwar
Kasaragode - 671314
Kerala, India

PRESENT ADDRESS

KB ECO City
Flat no. L2 34
Glass factory layout
Huskur Gate, Electronic City
Bangalore- 560100

PERSONAL DETAILS

Marital status: Married
Date of Birth: 10/01/87

- **Assisted in recruitment, onboarding, and training programs to support staff development.**
- Developed and maintained the **school website and digital marketing strategies.**
- Acted as liaison between management, staff, and parents to ensure smooth communication and resolution of concerns.

Accomplishments

- Staffing allocation
- Monthly employee recognition programs
- Inter-school competitions and workshops
- Website design
- Annual day coordination

Organisation :SFS Academy Electronic city
Position Held : Cultural Coordinator
Period of service :2015-2018

Job responsibilities

- Designed and executed employee training workshops and cultural programs.
- Managed internal communications and engagement initiatives to enhance workplace morale.
- Planned and **executed digital marketing strategies** across social media platforms to boost school visibility and engagement.
- **Assisted in recruitment**, onboarding, and staff training programs to support continuous professional development.
- Oversaw inter-house competitions and **annual calendar planning**, ensuring seamless coordination and timely execution.

Accomplishments

- Rebranding of school communications.
- Acted as the official representative for the school in various **inter-school competitions** and academic forums.
- Initiated and led the **Good Samaritan Club**, focusing on student-led mental health awareness programs and acts of community service.

Organisation :St. Francis De Sales High School, Hebbagodi
Position Held : Computer Teacher/ CCA coordinator
Period of service : 2009-2015

Job responsibilities

- Conducted technology training for faculty and students, promoting digital proficiency.
- Led extracurricular activities to build team spirit and interpersonal skills.
- **Collaborated with the computer faculty** to drive the **digital expansion of the school**, including website development, e-newsletters, and the integration of digital tools for communication and learning.

Accomplishments

- Digital Expansion of the School
- Staff Development & Allocation
- Annual Day & Major Event Coordination

TECHNICAL PROFFICIENCY



- Digital Tools Canva, Wix, Filmora, Adobe Suite (Photoshop, Lightroom, Illustrator), Snapseed, InShot, CapCut, Fotor, Pixlr, Typorama, VN Editor.
- Programming: C, C++, Java, .Net, SQL, HTML
- MS Office Suite (Excel, PowerPoint, Word, Outlook)
- Chat GPT prompts and AI tools

COMPUTER SKILLS

- MICROSOFT OUTLOOK,
- WINDOWS XP/7/8/LINUX
- MS OFFICE TOOLS, PHOTOSHOP

SKILLS

- Employee Wellness & Mental Health Advocacy
- Corporate Training & Development
- Diversity & Inclusion Programs
- Professional Dance Choreography & Event Management
- Content Creation & Digital Branding

Enrichment activities

- Entrepreneur, who runs "Minnies couture"
- Event Co-ordination
- Choreography
- Establishing quick connection with people
- Dancing
- Painting
- A born Bibliophile
- Social media Influencer

Languages Known

- English,
- Malayalam
- Tamil
- Hindi
- Kannada

EDUCATIONAL QUALIFICATIONS

- **2024- present:** Postgraduate Diploma in Child Psychology – Medhavi University (Ongoing, Expected 2025)
 - ✓ Cognitive Development
 - ✓ Behavioral Theories
 - ✓ Child Counseling Techniques
- **2004- 2008:** B. Tech in Electronics and Communication – Cochin University of Science and Technology
- **2002- 2004:** Higher Secondary (Plus Two) St. Thomas H.S.S, Thomapuram, Kerala, Aggregate: 87%
- **2002:** SSLC St. Theresa's Anglo-Indian School, Kannur, Kerala, Aggregate: 90%

Certifications

- **Certified Employability Skills** – Medhavi University
 - ✓ Communication
 - ✓ Teamwork
 - ✓ Time Management
 - ✓ Conflict Resolution
- **Chat GPT & AI Tool workshop** - Certified by Jatan Shah

TBA – Basics of Generative AI, Practical Applications in Education and Workflows, Prompt Engineering,

SUMMARY

The details above are my curriculum vitae and I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Bangalore

Date: 19.06.2025

Neethu Anoj