

Pranathi Rajkumar

Educator

 Bengaluru

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Highly organized and detail-oriented educational leader with a strong work ethic and a commitment to achieving institutional goals. Experienced in developing and maintaining efficient documentation systems, managing schedules, and preparing comprehensive reports. Proficient in project management principles, streamlining educational processes, and implementing best practices in customer service and stakeholder engagement. Expertise in leadership strategies, educational administration, and fostering effective communication, collaboration, and student-centered initiatives to drive excellence in school environments.



Work History

May 2024
Currently



Coordinator

The Foundation School, Bengaluru, India

- Oversaw academic and extracurricular activities, including field trips, assemblies, and special events
- Managed operations such as timetable planning, notebook checks, and substitution tracking
- Conducted parent meetings to address academic and disciplinary matters
- Ensured compliance with SQAAC and supervised anecdotal record completion
- Organized workshops and mentoring sessions for teaching staff

Oct 2019



Curriculum Manager

Chrysalis High, Bengaluru, India

- Developed and maintained ongoing communication managed at least 30 mails/calls with parents, ensuring parents remained informed on their child's progress while fostering strong home-school connections.
- Worked with internal stakeholders to perform skill gap assessments and built training content to address gaps.
- Collaborated with teachers to create customized lesson plans tailored to individual student needs, resulting in improved academic performance.

Jul 2018

- Improved curriculum quality by conducting thorough evaluations and implementing necessary updates.
- Championed the integration of technology into classrooms as a tool for enhancing instruction, engaging learners, and streamlining administrative tasks.

Pre-Primary Teacher

Orchids The International School, Bengaluru, India

- Managed classroom behavior effectively by setting clear expectations and implementing consistent consequences, creating a respectful and productive learning environment.
- Tracked student progress using various assessment tools, enabling targeted support for struggling learners and enrichment opportunities for advanced students.
- Collaborated with colleagues to develop cross-curricular projects, fostering a more comprehensive learning experience for students.
- Assisted and supervised 30 children through entire school day.

Jul 2014

Entrepreneur

Banyan Nursery & Organics, Chennai, India

- Built strong brand recognition and customer loyalty by delivering high-quality products and services consistently over time.
- Improved customer satisfaction with exceptional project management skills and timely delivery of products and services.
- Managed financial aspects of the business including budgeting, forecasting, cash flow management, and financial reporting to stakeholders.
- Determined business plan, mission statement, and vision.

Aug 2009

Assistant Teacher

Government Activity Center for Kids, Zengyo, Japan

- Fostered inclusive environments conducive to cultural learning and language acquisition

Jul 2006

Technical Support Representative

Unisys Global Services, Bengaluru

- Delivered exceptional customer service by quickly addressing concerns and providing clear, concise explanations of technical solutions.
- Improved customer satisfaction by providing timely and accurate technical support for various software and hardware issues.



Education

Currently

- **Bachelor of Education: Education**
Bangalore University - Bengaluru, India
 - Currently Pursuing

Jan 2006

- **Master of Science: Horticultural Science**
Tamil Nadu Agricultural University - Coimbatore, India
 - 9.53 GPA/CGPA
 - Post Graduation with Distinction, 2006
 - ASPEE Scholarship, 2005 from ASPEE, Mumbai

Dec 2003

- **Bachelor of Science: Agriculture**
Annamalai University - Chidambaram, India
 - 9.03/10.00 GPA/CGPA
 - University Rank Holder
 - Recipient of · Chandra Reddy Gold Medal,
 - Recipient of · G. Vageesan Pillai Gold Medal,
 - Recipient of · C.P. Ramasamy Aiyar Gold Medal,



Certifications

Sep 2024

- CBSE Trainings on National Education Policy (NEP) and National Curriculum Framework (NCF) 2020

Aug 2022

- Certificate in Content Writing and Social Media Marketing

Apr 2020

- Certificate in Educational Administration and Management

Jul 2019

- PG Diploma in Pre & Primary Teacher Training



Trek

- I enjoy trekking as a way to connect with nature, challenge myself, and explore new terrains. It's a refreshing escape that keeps me both physically active and mentally rejuvenated.



Accomplishments

- Received the **Star Performer Award** at Chrysalis High for the academic year 2022-23 in recognition of outstanding dedication and excellence.