

SUMATHI J

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CAREER OBJECTIVE:

To utilize my teaching, administrative, and leadership skills in a dynamic school environment where I can contribute to the growth and development of students, while continuously enhancing my expertise and achieving institutional goals.

ABOUT ME: -

- I'm an organized professional with teaching skills, guidance and counselling skills.
- Ability to be a team player and resolve problems and communicating the complex information in a simple and entertaining manner.
- Coordinates staff development for primary educators, maintenance of records for primary curriculum and programs, assists in analyzing data for student achievement, taking responsibility of curriculum progress, monitoring & guiding the teachers, planning & scheduling the curriculum programs.
- To contribute my knowledge and skills in a school to the upliftment and upbringing of the children with the genuine care and at the same time for the career progression.
- I have a good grasping skill which makes me easy adaptable to any situation presented in front of me.

ACADEMIC ADMINISTRATION AND MANAGEMENT:-

Key Responsibilities:

- Created and managed academic calendars, timetables, and lesson plans (LPs).
- Coordinated substitution, LP demos, teachers' training, and curriculum planning workshops.
- Organized events, PTMs, POPs, and parent-teacher interactions.
- Developed and implemented curriculum plans, ensuring alignment with academic standards
- Set examination papers, prepared invigilation schedules, and conducted exams.
- Analysed results, identified areas for improvement, and implemented strategies for student performance enhancement.
- Fostered positive relationships with students, parents, and teachers to promote academic excellence and discipline.

Teaching Quality Assurance:

- Observed classes to ensure teaching quality and adherence to curriculum standards.
- Provided constructive feedback to teachers, identifying areas for improvement and recommending professional development opportunities.
- Monitored and improved teacher correction quality, ensuring accurate and timely feedback to students.

Leadership and Management:

- Led academic programs, guiding teachers and support staff to achieve institutional goals.
- Managed a large and diverse community of 1000+ students, parents, and 100+ staff members.
- Demonstrated expertise in conflict resolution, addressing student, parent, and staff concerns in a fair and timely manner.

Problem-Solving and Crisis Management:

- Responded promptly and effectively to academic and disciplinary issues, ensuring minimal disruption to the learning environment
- Developed and implemented proactive strategies to prevent problems and improve student outcomes

WORK EXPERIENCE: -

- Teacher cum Tutor from 1996 to April 2016 --Army areas in several places (Agra,Kolkata ,Jalandhar, Secunderabad handling KVS and Army school Students)
- Contractual post in Punjab Govt School ,Jalandhar (2004)
- Contractual post in Satya Sai Primary School, Secunderabad (2008)
- PRT, TGT, PGT Hindi teacher(G1-10) cum Academic School In-charge cum Head in Oxford international School in Bengaluru.(2016-20)
- Teacher in Orchids the International School in Vijayanagar Branch, Bengaluru. (2020-21)
- Teacher in Orchids the International School in Panathur Branch, Bengaluru. (2021-22)
- Orchids The International School, CVR Branch, Bengaluru – Primary Academic Coordinator (2022-25)

CERTIFICATION: -

- CTPM (Certificate teaching Primary Mathematics) from IGNOU.
- 1-year Hindi Diploma in Human Resource Development Delhi
- 1-year dip in computer Basic (AWWA). Jalandhar.
- 6-month dip in Fox Pro. Indo Data Center in Jalandhar.
- 1 years dip in Sanskrit from Rashtriya Sanskrit Sansthan.
- 6 months Maths coaching in Cuemath and was a part time Cuemath teacher

EDUCATIONAL QUALIFICATION: -

- SSLC from State Board Madurai, TN. (School Topper in Maths)
- PUC(Phy,Che,Botony,Zoology) from State Board Madurai,TN.
- BA (Pol sci) from Madurai Kamaraj University, TN.
- MA (Hindi) from Madurai Kamaraj University, TN.
- B.Ed.(Hindi) from Singhania University.(Rajasthan)
- CTET Qualified.

CERTIFICATION and Other Skills: - .

- Proficient in handling Google drives, PPT Creation, MS Excel, Photo Editing, Video Creation, and Poster making through different apps.
- 1 1/2 yr USHA Tailoring diploma
- 1 yr Embroidery diploma.
- 6 months diploma in Fabric Painting.
- 6 months diploma in craft work. (own YouTube channel)

DECLARATION: -

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bengaluru

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Date: