

RESUME



Sindhushree.S B.Sc, B.Ed

GA-21 Sowparnika Chandrakantha Apt
Chembanally, Dommasandra,
Bengaluru-562125
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OBJECTIVE:

Seeking a position as Coordinator to utilize my previous expertise and my passion for the development of students and Institution.

EXPERIENCE DETAILS:

- Currently working as a coordinator in Christ CMI School from Class I to VI Standard in ICSE curriculum.
- Effective reporting to Management and Leadership on School performance through daily standup, after PTM, before Exams and anytime on need basics.
- Parents Teachers coordination and resolving day in day out issues
- Complete responsibility for Kids performance both curricular and extracurricular activities
- Teachers Management:
 - Managing Teachers schedules and substitutes
 - Implementing action plan for the performance of the teachers from PTM feedback
 - Staff Management during leave
 - Selecting Teachers through standard process
- Initial School Setup and Primary and Pre-primary Responsibility
 - Enrolling new students for the academic
 - Boot camp arrangement
 - Engaging with Parents and persuasion
 - Timetable Management
 - Lesson Plan for Yearly, Monthly and weekly for the entire class from pre-primary to Primary
 - Communication and Circulars
 - School election cabinet Incharge
 - Both online and on campus execution

- Curriculum management
 - Curriculum book selection
 - Exam Management with scheduling and circulars
 - Lead the Question paper committee
 - Coming up with Question paper with standards as well meet the students aspiration
 - Online App Development and improvement through School Management Expertise
 - Report Card Designing and feedback
 - Students attendance
- Organising cultural activities
- Transportation Management
- Proficiency with Smart class and online class(webex, zoom, meet, team) work schedule(Video sharing, online assignment, motivating children's through online)
- Expertise with latest technology tools to deliver online class.
- 7 years of CBSE and 3 Years as ICSE Teaching experience from class I to V Standard in ICSE School.
- Proficiency with Computer Software class handling in Students Environment.

EDUCATIONAL QUALIFICATION:

- **Bachelor of Education (B.Ed), Sri Venkateswara college, Bengaluru University (2020)**
- **Bachelor degree in Computer Science from Jaya College of Arts and Science, Madras University (2010)**
- **HSC from Jaya Mat. Higher .Sec School, Chennai (2006)**

CERTIFICATION COURSES:

- Higher Diploma in Software Engineering (HDSE) at **NIIT**, Anna Nagar.

Proficiency:

Operating system: General computer interaction tools

Online Tools : WebEx, Google meet, Microsoft Team, Zoom and Whatsapp

PERSONAL DETAILS:

Name : Sindhushree.G
Date of Birth : 13th May 1988
Sex : Female
Marital Status : Married
Nationality : Indian
Permanent Address : GA-21 Sowparnika Chandrakantha Apt
Chembanally,Dommasandra
Bangalore -562125
Email: sindhushree.praga1322@gmail.com
M: 9731175682 Alternate Number: 9886147714

Languages Knows: Kannada(s) English(R,W and S), Tamil (R, W and S) ,
Hindi(R & W), Malayalam(Comprehend) & Telugu(Comprehend)

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date: 5/12/2022

SIGNATURE:



Place: Bangalore

(SINDHUSHREE.S)