

TEACHER WITH 18 YEARS OF EXPERIENCE & 4 YEARS IN OFFICIAL WORKS

Jyothi K Ramdass

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SUMMARY

Experienced and passionate teacher with love for educating the youth. An organised professional with proven, teaching, guidance and counselling skills. Ability to be a team player and resolve problems and conflicts professionally. Skilled at effectively communicating complex information in simple and entertaining manner.

CAREER OBJECTIVE

To obtain a teaching position where I can utilise my knowledge of advanced teaching methods. "Develop and promote creativity and high-order thinking skills that increase the performance of the students."

SKILLS

Typewriting higher passed

English Malayalam

EXPERIENCE

From: Jun-1998

Teaching Staff June 1998-2002

Al Ameen Central School, Kootanad, Palakkad

Teaching computer science, English, Handling PT, handling school clubs,

From: Jun-2005

Teaching Staff Jun 2005 - jun 2007

Ansar English School, Perumpilavu

Handling English and computer

From: Feb-2002

Receptionist. 2002 to 2004

Poomulli Ayurveda Mana, peringode

Handling Reception, Cash book, Pharmacy, And sometimes go with foreigners as a guide also

From: Jul-2007

Accountant Jul - 2007 Nov 2007

Haritha mart

Handling cash register, typing bills.

From: Nov-2007

Accountant Nov - 2007 Mar 2008

Bajaj agency perumpilavu

Maintaining cash register.

From: Jun-2008

Lecturer June- 2008 June 2010

QIT parallel college, Ongalloor, Palakkad

Teaching English, Accountancy, Commerce

Spoken English Trainer and Central Manager June 2010-june 2012

Cims paramedical college, Kunnamkulam, Kerala

Teaching communicative English

Overall management of the college

Business Owner Mar 2012- Nov 2019

Business owner, Hi Tec Computer Education, Spoken English and Tuition Center

Owner of the institution

Admission Councillor June 2022-Nov 2022

Akash Medical College, Devanahalli, Bangalore

Review prospective student applications for college admission

Research and verify the accuracy of application information

Follow-up with students to verify any application issues, including discrepancies or missing information

Contact applicant references to verify information included on resumes, letters of recommendations, and applications

Create profiles for each applicant and work collaborative with other counselors to review make final approvals

Coordinate applicant approval process with various educational departments as needed

Meet with and interview prospective students prior to final application decisions

Create and maintain recruitment guidelines and goals to use for future recruitment efforts

Teaching Staff Nov 2022- Jan 2023

St. Joseph's Matric Higher secondary school, Vellore

Teaching Accountancy and Computer Application

EDUCATION

Degree/Course	Percentage/CGPA
B Com	62% %
Prathibha college, , Guru Ghasidas University, Bilaspur, Chattisgarh.	
M Com	59 %
Sims college , Periyar university, salem, Tamilnadu	
Post Gradual Diploma In Computer Application	
B Ed	
Computer Teacher's Training	60% %
Vanitha Sevak Samaj ,	
Visusl Basic Certificate Course	
G Tec Education, Kootanad ,	
Typewriting English and Malayalam passed	
Computer Hardware and Networking passed	
Cordova pattambi ,	

ACHIEVEMENTS

Solid written and verbal communicator

STRENGTHS

Friendly, courteous and service oriented

AREAS OF INTERESTS

Lecturing, computer jobs

HOBBIES

Listening music and driving

PERSONAL DETAILS

Address	#195, Rose Garden 2nd Cross, Park Road Coxtown Jeevanahalli Bangalore, Karnataka, 560005
Passport detail	Jyothi K Ramdass
Date of Birth	07/09/1972
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	English, Kannada, Hindi, Malayalam, Tamil, Telugu and Sanskrit

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.



Jyothi K Ramdass