

PARIMALA PRIYA C

Exams Officer, PNC Cognitio School, Bangalore

parimalapriya1985@gmail.com



7019992473

Exams Officer

[APRIL 2018 – TILL DATE]

- Register candidates for Cambridge examinations (Checkpoint, IGCSE and AS/A Level) and coordinate and register private candidates
- Timetabling and invigilation duty allocation for every exam series.
- Managing examination days in accordance with awarding body's regulations.
- Coordinating with examinations and exam rooms to prepare for any emergencies, irregularities and malpractice. Completion of examination and coordinating the transit of consignments.
- Maintain effective communication with the awarding body to ensure centre is in compliance with all the established guidelines.
- Successfully applied and established the school as a SAT test centre in association with the College Board, US.
- Responsible for the conduct of SOF Olympiads in school campus.
- Conduct orientation programs for parents and students over the IGCSE curriculum and its examining patterns.
- Enabled successful partnership between the school and college counselling organizations to conduct orientations in school campus.

Section Head

[APRIL 2017 – TILL DATE]

- School curriculum and delivery of lessons maintain the academic standards as prescribed by the board.
- Observe, correct and enhance the teaching-learning standards of the school through regular observations of content delivery.
- Oversee the smooth functioning of the school with the administration.
- Maintain the safety, security and discipline of the school by enforcing the code of conduct.
- Encourage and enable the team to achieve high academic and curricular standards.
- Explore and implement possibilities of technology aiding the teaching mechanism.
- Worked with the school digital team to design and implement the school website and the ERP software.
- Successfully integrated the entire school with Microsoft Teams platform to enable virtual learning.

ICT/ Computer Science Teacher

[APRIL 2017 – TILL DATE]

- Result oriented professional with over 6 years' experience teaching the Cambridge curriculum.
- Strong drive and passion towards innovation in teaching ICT and Computer Science at high school level.
- Successfully introduced and implemented Cambridge IGCSE ICT, Cambridge International AS & A Level IT and Cambridge International AS & A Level Comp. Sc. with records of A* and A.
- Innovated teaching strategies to deliver content in a fun-filled way without compromising on the results.
- Innovate the implementation of ICT, IT and CS practical examinations with latest software training and availability.

Vice-Principal

[FEBRUARY 2014 – MAY 2016]

- Successful coordination of regular academic activities.
- Recording and analysis of student progress.
- Parent and student counselling with emphasis on academic performances.
- Managing the improvement initiative.

Lecturer

[MAY 2011 – MAY 2013]

- Conducted academic courses with guidance on science projects.
- Student consultation on programs.
- Managing the improvement initiative.
- Handling induction and training programs for internal and external students.

QA Engineer – Testing and BFSI

[MAY 2008 – JUNE 2009]

- Identifying test requirements based on business requirements and creating modelling with business scenarios and test cases.
- Automate the regression test cases using QTP.
- Preparing, reviewing and updating the traceability matrix and test summary sheet.
- Preparation of high-level test plan for functional testing.
- Preparation of test metrics.
- Defect management using JIRA and moderation of defect meeting.
- Preparation of defect log and reports.
- Preparing and publishing daily, weekly status test reports and defect metrics.
- Handling daily QA track calls with the onsite team counterpart.
- Preparing GAP analysis.
- Derive and implement continuous process improvement practice.

Lecturer

[JULY 2006 – APRIL 2008]

- Conducted lectures and handled academic course content on various core areas of the IT and engineering departments of the institution.
- Guided undergraduate students with final year projects.
- Student counselling.
- Managing the improvement initiative.
- Handling induction and training programs for internal and external students.
- Handling of public relations and liaison work with other departments within the institution.
- Employee relations.

Skills

- Team Leadership
- School Events Coordination
- Conduct Teacher Workshops
- Team Building
- Development of Training Materials
- School Discipline
- Conducting school examinations
- Remedial action for better results

Experience

April '17 – Till date	PNC Cognito School, Bangalore	Exams Officer Section Head – (Grades 5 to 12) HOD – ICT (IGCSE) HOD – IT and Comp. Sc. (AS/A Level) Vice-Principal
February '14 – May '16	Narayana E-Techno School, Bangalore	
May '11 – May '13	Chaithanya Pre-University College, Bangalore	Lecturer
May '08 – June '09	PSI Data Systems (Aditya Birla Group)	QA Engineer – Testing and BFSI
July '06 – April '08	PARK College of Engineering and Technology, Coimbatore	Lecturer

Credentials

- Successfully completed online professional development course – GCE AS/ A Level IT (9626) Stage 2 Intermediate online course, Yr 2021.
 - Successfully completed online professional development course – IGCSE ICT (0417) Stage 2 Intermediate online course, Yr.
 - Successfully completed Cambridge Exams Officer training program.
 - B. Tech in IT from Dr. Mahalingam College of Engineering and Technology (affiliated to Anna University), Yr. 2007.
-

Significant Accomplishments

Head of Department – IGCSE ICT & AS/A Level IT and Computer Science with PNC Cognio School, Bangalore

- Initiated the process of registering as a SAT test centre and successfully conducted SAT tests in school campus.
 - Initiated the process of registering as a PSAT and AP test centre.
 - Mentored students to participate and win regional level awards in the national level Design Championship competition.
 - Successfully conducted SOF Olympiads in school.
 - Effective communication and delivery of details to private candidates to register for Cambridge exams in the centre.
 - Addressal of parent concerns within the middle and high school department.
 - Integrating the entire school with Microsoft Teams platform in a short period to transition to virtual learning.
 - Hold events and competitions to bolster the extracurricular aspects of students.
 - Managing academic progress of students and devising academic planer for Cambridge exams taking into account the three-exam series to deliver the most optimistic route to completing the Grade 10 and 12 course.
 - Automated the report card marks entry and report card generation for the entire school.
 - As ICT – IGCSE achieved 100% pass result delivering more than 75% A* and A.
 - As IT – AS/A Level achieved 100% pass result delivering more than 50% A in AS Level.
 - As Comp. Sc. – AS/A Level achieved 100% pass result delivering numerous A in AS Level.
 - Designed templates for essential school documents such as report cards, Cambridge timetables, cover pages for question papers.
-

Personal Details

Date of Birth: 15 March 1985

Address: No. 5, 2nd Cross, 3rd Main, Vinayaka Layout, Ayyappa Nagar, K R Puram, Bangalore – 560 036

Place of Birth: Palani, Tamil Nadu

Marital Status: Married

Languages Known: English, Kannada, Tamil, Telugu and Malayalam

Phone Number: +91 7019992473

Email: parimalapriya1985@gmail.com