

Curriculum Vitae

P. Fathima
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Objective :

I would like to introduce myself as a sincere and dynamic person. I am looking a job in a challenging environment that would provide me an opportunity to show my sincere efforts to fulfill the requirements and grow mutually.

Key Skills :

- Interpersonal skills
- Coordinating
- Approachable
- Teamwork
- Self-Motivated
- Working on google sheets
- PPT
- Maintaining the data
- Reporting

Roles and Responsibilities:

- Implementing and reviewing all academic plans.
- Curriculum development and execution.
- Coordinating the team
- Monitoring the learners progress and implementing the changes as required.
- Observing the teachers and giving the feedback for their professional growth.

- Meeting the stakeholders of the school when its required.
- Closely working with the principal and administrators.
- Conducting curriculum meeting and workshop.
- Planning the events and preparing the budget for the same.
- Tracking the Lesson plans and reporting the feedback.
- Creating the timetable.
- Assisting with teacher recruitment and orientation,
- Maintaining the records.

Experience :

- From 2011- 2015 worked as a English Teacher in TVS Matriculation Hr. Sec. School, Madurai.
- From 2015-2017 worked as a Academic Coordinator in TVS Lakshmi School,(ICSE) Madurai.
- From 2017- 2018 worked as a Academic Coordinator in RMK Patashaala, Kavarapettai, Chennai.
- From 2018 -2020worked in (R&D Pre primary) Elite School, Red hills, Chennai.
- From 2020-2022 worked as a Admin head in TVS Lakshmi School, Madurai.
- From 2022 working in Orchids International school, Bangaluru.

Educational Qualification :

- B.ED (IGNOU 2016)
- M.A (English Literature) Madurai Kamaraj University 2012.
- B.A (English Literature) Fatima College, Madurai,2010.
- Montessori Trained (2013)

Technical Qualification :

- ✓ Diploma in Computer Application.
- ✓ Diploma in Internet Application.

- ✓ Diploma in Computerized financial Accounting.
- ✓ Advanced Diploma in Java Programming.

Certificate Qualification:

- Web Designing
- Montessori trained

Extra Curricular Activities :

- Playing Shuttle
- Writing Tamil poetries
- Reading books

Personal Details:

Husband's Name	:	Ashokkumar. D
Date of Birth	:	04.03.1990
Nationality	:	Indian
Religion	:	Muslim
Languages known	:	Tamil, English (Read, Write & Speak) Hindi & Urdu (Speak)

Declaration

I hereby assure that the above all information is true to the best of my knowledge and belief.

Date: 24.02.2023

Place: Bangalore

(P. Fathima)

