

PROFILE

Dynamic & Skilled individual with adaptability & determination to get a job done are my strengths, proven by my diverse work experiences.

Embraces an impressive record of accomplishment in Adminstrating the School, Teaching & Training and carries immense experience in HR & Management Related activities & responsibilities.

PROFESSIONAL EXPERIENCE

The Salonee School (Bangalore)
School Administrator & Computer Instructor
Jan 2006 to Jan 2008 – 2 Year

Mainly responsible for overseeing the administrative duties at school starting from preschool and to ensures a safe, productive learning environment for the students and faculty at the institution.

In addition, took case of Budgets, logistics and planning events by also ensuring teachers/faculties have equipment & resources necessary to deliver educationally effective curriculum. In addition, worked as Computer Instructor for classes from I to IX as well.

Responsibilities:

- Actively evaluate curriculum & methodologies with management and implement new approaches to standardize curriculum & teaching within school.
 - Monitor financial affairs, including budgets, collection of fees & purchasing of school expenses.
 - Meet with administrative communities, superintendents & school boards to achieve high academic standards.
 - Complete job functions on computers using cloud-based database, spreadsheets, word and other financial tools.
 - Recruit, hire and support faculty with training, enrichment & goal setting.
 - Conduct teacher and staff evaluations to ensure proper implementation of curriculum.
 - Communicate with families, parents regarding failing grades or disciplinary issues and handle the concerns received from parent's effectivity.
 - Attend school-related events on weekends/evenings, if required
 - Prepare/organize school events such as Sports, Parents, Teachers and Annual day events including state/school level competitions Etc.,
 - Instructed Computer for classes from I to IX during my tenure in this institution.
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EDUCATION & CERTIFICATIONS

- **Master in Business Administration** – (56.00%) – 2012
Madurai Kamaraj University
- **Bachelor in Business Administration** – (54.00%) – 2006
Madurai Kamaraj University

- **BSc in Fashion Industry & Textile** – (Pursuing)
Periyar University
- **Advanced Diploma in Multimedia** – (65.00%) – 2005
Arena Animation, Bangalore, India
- **Diploma in Yoga** – (63.00%) – 2016
Periyar University

SKILLS

- Hands on experience & skills in many multimedia applications such as Adobe Premiere, Discreet 3DS Max, Macromedia Director, Adobe Photoshop 7.0, Flash MX & Sound Forge.
- Excellence skills in Exceptional skills in MS Excel & MS package such as Word, PowerPoint, Access & Outlook.
- Excellent troubleshooting skills in complex software and hardware issues.

ACADEMIC PROJECTS & SEMINARS

- Designed many mid-based company logos & intro screen using multimedia tool such as Adobe Photoshop, Premiere & Sound Forge
- Worked as a Lead Animator & designed a client based Animation called “**MinMax**”.

PERSONAL INFORMATION

Spouse Name	: Mr. Elanchezhiyan
Father Name	: Late. Rajamanickam
Birth Date	: 22 July 1984
Languages Known	: English, Hindi, Tamil, Kannada and Telugu
Marital Status	: Married