

RESUME

Mrs. Meenakshi A

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OBJECTIVE

Primary Teacher with 12 years of teaching experience looking for an opportunity to help children develop intellectually socially personally and emotionally by offering an educational and loving atmosphere.

EDUCATION

- *B. ed from Sri Venkateshwara University.*
- *Graduate (B.Sc.-Biotechnology) from Sri Krishnadevaraya University.*
- *Early Childhood Care and Education (ECCE).*
- *Montessori Trained.*
- *Completed the certification course of computer application.*

SKILLS

Excel, MS Office, Organizational, Montessori and Primary Teaching, Virtual classes, Windows XP, Quality Assurance, Interpersonal Skills, Positive Approach, Self-motivated and Energetic and Enthusiastic.

DESCRIPTION

- *My interpersonal and communication skills have improved immensely during the course of my long-running career, such that I can confidently interact with students, parents, fellow colleagues and my superiors alike.*
- *I am highly methodical and have steadfast standards of organization—these strict guidelines I set myself to ensure that my teaching plans and marking schedules are often meticulous.*
- *My punctuality and attendance rates are ideal for a professional*
- *I am a caring and compassionate person who always goes beyond the call of duty to ensure my students are successful and thriving academically.*
- *I am capable of dealing with troublesome students in a calm, professional way without losing my temper.*

PROFESSIONAL EXPERIENCE

Chemistry Teacher

Christ International School, Alambady.

May 2022 – till now

- Teaching students of Grade 6 and 7 Chemistry).
- Regularly performing experiments and teaching students how to replicate the experiments under safe conditions
- Writing and marking examination papers
- Marking homework, quizzes and tests weekly
- Educating students on the health and safety regulations in a lab
- Responsible for creating and designing PowerPoint presentations weekly for each individual class on varying subjects
- Reporting back to school administrators on the progress and behaviours of all the staff in my department
- Responsible for creating booklets and worksheets for my students to work on
- Contributing to extra-curricular activities in the department
- Assisting in the running of the Science Club
- Responsible for the expenditure of laboratory equipment
- Organising and delivering training sessions
- Reporting to superiors and the Head of Sciences on any concerns I have about students

Primary Teacher

Sri Sri Ravishankar Vidya Mandir (SSRVM) School.

May 2019 – April 2021

Responsibilities:

- Developed age-appropriate lesson plans and led classroom instruction in all subject areas. Built a strong bond with students, parents, and colleagues to inspire a shared commitment to quality education.
- Exercised kinesthetic, visual and auditory learning styles in the classroom to make lessons interesting and to reach all students in the way they learn best.
- Responsible for framing and imparting the mandatory educational curriculum for every new session.
- Organizing class activities as part of the teaching-learning process for primary school classes.
- Planning and preparing courses and lessons and assisting with other requirements determined by the school principal.

Montessori Teacher
The Foundation School
May 2017 – 2019

Implemented curriculum according to Montessori principle and concepts.

- *Developing the skills of children by providing them a healthy atmosphere and using the different teaching methods.*
- *Acquired thorough knowledge of all classroom subject matter.*
- *Efficiently prepared daily lessons and teaching materials.*
- *Ability to guide and assist children learns new things daily.*
- *Ensured children are not forced and allowed to learn on their own pace.*
- *Interacting with each student and helping him/her to solve their problems.*
- *Skilled in keeping record and tracking progress in children.*
- *Managed entire operations of the classroom and ensure safety and happiness of children.*
- *Prepared and executed lesson plans and activities to help children learn new skills.*
- *Ability to organize Parent-teacher meetings to report the growth and progress of children.*

Primary Teacher
Rajiv Gandhi School
May 2011 – 2016

- *Implemented curriculum according to Montessori principle and concepts.*
- *Developing the skills of children by providing them a healthy atmosphere and using the different teaching methods.*
- *Acquired thorough knowledge of all classroom subject matter.*
- *Efficiently prepared daily lessons and teaching materials.*
- *Ability to guide and assist children learns new things daily.*
- *Ensured children are not forced and allowed to learn on their own pace.*
- *Interacting with each student and helping him/her to solve their problems.*
- *Skilled in keeping record and tracking progress in children.*
- *Managed entire operations of the classroom and ensure safety and happiness of children.*
- *Prepared and executed lesson plans and activities to help children learn new skills.*
- *Ability to organize Parent-teacher meetings to report the growth and progress of children.*

Process Associate (Michigan Team Project)

First American India Pvt. Ltd (FAI) Bangalore.

June 2009 to June 2011

Roles and Responsibilities

Level-1: Data Management: We will be receiving the orders from Local Office and will be making a report through application to process further position.

We will be updating all the orders in the Excel and will be tracking the files through Excel.

Level-2: Screening: Once the order received, we have to check for any application scanned in the Fast application, and then we should confirm the product type and follow the procedure as per product type. Once the product type get confirm, we should prep all the required documents using Applications like Data Trace, Data Tree, FS TRD and others.

Level-3: Searching: Once the screening (above position is completed) we should recheck the file and code for the documents in this position.

Level-4: Word Processing: As per Codes, we should search for the documents and enter the data in the Fast Application and proof the file our self and pass to the next position i.e., QA.

Level 5: QA: In this position, we will be rechecking the file completely and ensure that the file is to be assigned without any errors.

My responsibilities are to process the Order or File from the Position-1 to Position-5, as I mentioned above.

Once the file is completed, through Web based Application, which can run through internet, we will be sending the Product with Quality to Local Office.

Working in Outlook, Application, Excel and have knowledge of VLOOKUP and HLOOKUP

The data of the errors found and the files done, will be updating in the Excel.

Reporting the errors to the Lead.

PERSONAL DETAILS

- *Languages known: English, Hindi, Telugu & Kannada.*
- *Address: #75, Ridhi Green Palms, Sampangere, Alambady post, Malur taluk, Kolar dist. - 563160*