



Sindhupriya sanjay
 Bangalore, Karnataka
 +91.09900208507
 spriyanair07@gmail.com

Certification

- > Certified International Communication, 2002
- > Computer Basic from NIIT and
- > Tally 6.3

Assistant Teacher

PROFILE • ABOUT ME

Teacher with Excellent communication skill interested in teaching all subjects with special focus on English Language.

EDUCATION

English, High School, *Completed, April 1996*

St. Andrew's High School
State – Marks 50%, Division II
Hubli, Karnataka

Commerce, Bachelor of Commerce, *Completed, March 2001*

SJMVS Women's College
State – Marks 55%, Division II
Bangalore, Karnataka

English, Commerce, B.Ed., *Completed September 2021*

Gear Innovative College
CBSE – Marks 94%

English, Finance, M. Com, *Completed October 2023*

Anupama College
CBSE – Marks 74 %

EXPERIENCE

Online Tutor

Medhavi Institute, Bangalore, KA/ Jan 2021 till date

- > Conducting online classes for Grade IV and making students confident and literate with the latest educational technologies.
- > Creating lesson plans and assisting in curriculum development.
- > Maintain and update attendance records
- > Completing student progress reports. Communicating with parents

Primary Teacher

Divya Jyothi English Medium School, Bangalore, KA / May 2019 – Dec 2021

- ➔ Creating lesson plans and assisting in curriculum development.
- ➔ Applying various instructional strategies.
- ➔ Maintain and update attendance records as well as school discipline.
- ➔ Completing student progress reports. Communicating with parents and guardians.
- ➔ Managing classroom activities and student behavior
- ➔ Conduct extra-curricular activities Attending professional development classes and programs.
- ➔ Conducting online classes for Grade IV and making students confident and literate with the latest educational technologies.

Transaction Processing Officer

Mphasis, Bangalore, KA / Feb 2014 – Dec 2014

- ➔ Review, Verification of Credit Card documents for Qualifying customers and moving the same for further processing

PREVIOUS EXPERIENCE

Company Name	Profile	Tenure	Work profile
Genisys Software	Content Moderator	Nov 2012 - Feb 14	➔ Worked as a website content moderator ➔ Updated daily and weekly log sheet to the clients.
ANZ	Officer	Feb '07- March '10	➔ Allocating queues to the Team. ➔ Replying to important mails on daily basis. Declining the Transaction when illegal money or goods is involved in the document.
Nipuna Services (A Satyam Company)	Transcriptionist	Oct'06- Jun'07	➔ Processing documents related to Health ➔ Updating client via email in case of clarifications required. ➔ Involved in final stage Quality checks.



DECLARATION

Sindhupriya sanjay

Bangalore, Karnataka