



SINDHU MENON

CURRICULUM COORDINATOR/PROGRAM COORDINATOR



GET IN CONTACT

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Located in: Bangalore

WORK EXPERIENCE

CURRICULUM COORDINATOR/PROGRAM COORDINATOR

KLAY Preschool & Day care | 2023 – 2024

- Work with Preschool Teachers to oversee all aspects of Classroom program planning
- Provide expert advice in Preschool programming
- Conduct assessments/performance reviews for teachers to assess knowledge
- Actively participate in administrative meetings to address Health & Safety, Operations, HR or other concerns
- Conduct interviews and assess the skill level of the candidates

PRE-PRIMARY TEACHER

Ourplayschool.com | 2020 – 2021

- Responsible for conducting online classes
- Preparing teaching materials & resources
- Mentored junior teachers

The Polaris international school | 2019 – 2020

- Designing and following a complete teaching plan
- Teaching alphabets & numeracy
- Teaching personal, social & emotional skills
- Organizing learning material and resources

COORDINATOR & IT EXECUTIVE

New Baldwin's Residential School | 2015 – 2016

- Working on the complete website, Facebook page of the school
- Complete updating of MYCLASSBOARD portal of day-to-day activities like Homework's, assignments, projects and complete marks uploading of all students
- Supervising with all the smartboard classes in the campus

EDUCATION HISTORY

- Diploma -NTT in 2018 – Hello Kids
- Bachelor of science – Computer science EMC in 2015
- PUC in 2012
- SSLC in 2010

PERSONAL PROFILE

Creative and enthusiastic
Passionate about early childhood education,
adore working with preschoolers,
and deeply committed to provide quality, learner-centered instruction and student success

AREAS OF EXPERTISE

- Ability to Train & Evaluate Training staff
- Lesson planning
- Classroom management
- Curriculum Development
- Audio – visual implementation
- Student records management
- Student-centered learning

OTHER SKILLS

- Handling complete Student Development programs like Karate, Music abacus,
- dance, horse riding, skating and swimming.
- Conducting events, competition with respect to all activities.
- Organizing Academic field Trips to the students accordingly to their subjects.

I hereby declare that the information provided above are true and correct to the best of my knowledge and belief.