

AARTHISWARI R

Correspondence Address:

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CAREER, ACADEMIC, and SKILL HIGHLIGHTS

- **Master of Information Technology & Bachelor of Education**
- **13 years' experience as Teacher in CBSE school**

KEY SKILLS: Good communication skills & interactive ability, quick learning skills, empathy, positive & proactive approach, desire to learn new things, adaptive, team player

COMPUTER SKILLS: Excel (including macro), PPT, Word, HTML.

LANGUAGE SKILLS: English Telugu, Tamil, Hindi

PROFESSIONAL EXPERIENCE

APR 2023 – PRESENT

Assistant Curriculum Developer – Eversafe consultancy

Job Profile:

- Preparing PPT based on content
- Creating Permit checklist
- Preparing Lesson plan, Facilitator guide, Learners guide

DEC 2018 – MAR 2023

Teacher in Amrita Vidhyalayam

Job Profile:

- Taking English language for primary classes
- Preparing video for online class
- Taking online classes
- Documentation works
- Preparing Lesson plan and Question papers

NOV 2016 – MAY 2018

Administrative Officer in Skilled Migration Consultant

Job Profile:

- Taking care of Entire admin process.
- Filling the online forms for the client.
- Interacting with the customer.
- Updating the data in Webpage

May 2013 – December 2015

Vivekanandha School- CBSE

Job Profile:

- Taken class from Grade 6 to Grade 10.
- Coordinator for CCE tracker
- Conducted Olympiad Exam (SOF).
- In charge for computer lab and English Lab.
- Apart from teaching taken care of Administration work.
 - Student Registration for Board Exam
 - Tracking CBSE circulars.
 - Conducting competitions.
 - Admission work
 - Maintaining Teachers records.

May 2005 – December 2007 & May 2011 – April 2013

Acharya Group of Education

Job Profile:

- Taken class from Grade 6 to Grade 10.
- Conducted Olympiad Exam (SOF).
- In charge for Magazine department.
- In charge for News updating in Hindu Newspaper.

February 2008 – May 2010
AIRCEL

Job Profile:

- Resolving problem for the direct walkin customer.
- Bill payments & Recharge.
- Postpaid & Prepaid sales. (Reached the target for every month)
- Preparing and sending reports.

EDUCATION & TRAINING

2013 – 2014:

Bachelor of Education (English) from **Pondicherry University, Pondicherry.**

2011 – 2013:

Master in Information Technology from **Annamalai University, Chidambaram**

2009 – 2011:

Bachelor of Arts (Computer English & communication) from **Annamalai University, Chidambaram.**

2001 – 2004:

Bachelor of Computer science from **Cauvery College for Women, Trichy.**

March 2001:

Higher Secondary (10+2) Certificate from St. Patrick School, Pondicherry

March 1999:

Matriculation Exam (10), Certificate from St. Patrick School, Pondicherry

Training undergone:

- Participated in Teaching Empowerment program -2005, Pondicherry
- Participated in Effective Public Speech – 2011, Pondicherry
- Participated in ICT training – 2005,2006,2007,2011& 2012 , Chennai
- Participated in Teaching programme conducted by Pondicherry Ashram-2007, Pondicherry
- Participated in CCE tracker – 2013, Pondicherry
- Participated in CBSE teaching program- 2013 & 2014, Pondicherry

EXTRA CURRICULAR ACTIVITIES:

- Certified by the Hindi Prachar Sabha for participated in Hindi Essay competition (2000— 2001)
- Certified by the St. Patrick School for attending an NSS Special Camp (1999— 2001).

DOB: July 30, 1982 || Female || Indian || Hindu|| Married

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : PUDUCHERRY

Date :

(AARTHISWARI R)