

S RAZIABHI

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1/211-C, Nanjundeswara Nagar, G. Koundampalayam,
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+91 9344172183.

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

	B.A-English Literature
2012	Bharathiyar Unviersity of Distance Education 66%
	Diploma in Teachers Education
2009	Bethlehem TTI Ooty 84%
	Higher Secondary School Certificate
2007	G.S. R Matric Higher Secondary School, Coimbatore 88%
	Secondary School Certificate
2005	G.S. R Matric Higher Secondary School, Coimbatore 77%

EXPERIENCE

G.S.R MATRIC HIGHER SECONDARY SCHOOL

Primary Teaching staff

2009-2019

Roles and Responsibilities:

- Handled classes from PRE Kinder garden to class IV standard.
- Have handled Maths and Hindi subjects.
- Have good knowledge on accounts and managed office accounts department works.
- Have been organizer for scout and guides patrol in school level.
- Have organized trekking events for school student
- Have good knowledge on maintaining office accounts details and reporting to higher levels.
- Working on maintaining discipline and decorum among students.
- Evaluating students' academic progress and planning lessons of notes, log note, teaching plans to meet the academic goals of organization.
- Handled payroll system for teaching staffs.
- Consolidation purchase of note and book stocks.
- Client interaction via mail, call chat.

SKILLS

- Tally ERP 9.0 (Vouchers/Inventory Info/Budget & control/Bill wise detail/Multi Currency/GST/TDS)
- MS Office
- Surfing internet for academic information
- Dance Choreographer for School level cultural events.
- Commendable Computer Knowledge.
- Accounts maintenance

LANGUAGE

- Tamil – Read, Write, Speak
- English- Read, Write, Speak
- Hindi- Read, Write, Speak
- Urdu- Speak

ACHEIVEMENTS

- Awarded "**Best teacher of Karadi Path 3E trainer**" by the karadi path company for academic year 2012-2013.
- Stretched out to final level participant at **Chinmaya Geeta chanting Competetion-1998.**
- Represented G.S.R matric higher secondary School at district level inter school arts and cultural competition at 2000.
- Kinder garden Co-coordinator at G.S.R Matric Higher Secondary School.
- Dancing
- Kho-Kho
- Carrom
- Throw ball

DECLARATION

I hereby declare all details furnished above is true up to my knowledge.

Signature:

Date: