



Contact



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G.N.Mills Post, Coimbatore - 641029

Education

- Bachelor in Psychology
- Diploma in Montessori

Technical Skills

- Tally, DTP, MS office
- Typewriting - English and Tamil

Strengths

- Honest
- Kind
- Adaptable
- Love and caring
- Positive attitude
- Strict when required

Skills

Delegation	●	●	●
Analytical Thinking	●	●	●
Project Management	●	●	●
Multitasking	●	●	●
Work ethic	●	●	●
Organized	●	●	●
Leadership	●	●	●
Teamwork	●	●	●
Time Management	●	●	●
Resilience	●	●	●
Communication	●	●	●

SUNITHA S.

Administrator, Teacher, Student and Admission Counselor

Work as the Head of office administration with 13 years experienced in the end-to-end office management, project management, and administrative services. Work as an Admission and Student Counselor as well as Faculty with 6 years of experience coordinating school admission as well as developing and implementing effective counseling and curriculum plan for students with complex needs.

Professional Experience

● Akshara Academy CBSE School - March 2022 - 2023 June

Admission cum Student Counselor, Also KG Teacher and Transport in charge.

Job Description

- Assist the students through the admissions process, Follow ups, handling paper work, networking with candidates, reviewing applications, performing administrative activities.
- Listening to students academic, emotional, social and behavioral concerns in an open and nonjudgmental way. working directly with students, developing, monitoring and assisting with counseling programs and set achievable goals.
- Assist in designing a complete teaching plan. follow the teaching plan, use a variety of activities and instructional methods. Coordinating with the parents and updating about their child's development and performance.
- Look after the school transport system and maintain the records of students and drivers, care taker.

● S R Leader Public School - May 2019 - January 2022

KG Teacher

● Dobbs Public School - May -2017 to April 2019

KG Teacher

Job Description

- Developing the skills of teams by providing them a healthy atmosphere and using the different promotion methods.
- Organizing the groups of the team members and permitting them to develop their creativity.
- Preparing the activities of the promotion plan in own creativity of Various Methods and training the client according to them.
- Inspiring the team heads to learn the new things and by doing so shaping their future according to their interest.
- Arranging meetings with subordinates and discussing the development of the team heads.
- Training the basic skills of language i.e. Abilities & Activities
- Developing the various aspects of teams i.e. physical, emotional, mental, and social by allowing them to learn them according to their creativity.
- Organizing the teams in the group so they can interact with each other and by doing so they can develop their personality.
- Interacting with each cell heads and helping him/her to solve their problems.
- Providing them the free and healthy atmosphere, so that they can develop themselves.
- Liaising with the cell associates in order to convey them the progress of their other activities.

Achievements

- Best Attitude Awards & Rewards in SR Leaders Public School, Coimbatore
- Year of the Best Trainer Rewards in Sri Infosys Systems, Erode.
- Year of the best performer wards of Purchaser cum Team Handling in RNS Rice Industries, Erode.
- Year of the Best Team Handling rewards in Ramesh Flowers Pvt Ltd, Tuticorin
- Participating for Drawings, School Projects, Presentations in BRIGHT STAR INSTITUTION
- Participated in various Games & Events in my Institution.
- Participated in Cultural Activities in my Institution.
- Recently Participated in Food Festival & Educational Tour

Projects

- Montessori Material Activity
- All Kinder Garden Creative Activity (Paper Folding, Ice cream stick works, GK Albums, Skills Clay Models, Scrap Works, Assignments, Paintings)
- Literature-child's response & interest (in St John Bosco School on last Jan, 2017).
- Understanding Child's Psyche through Play (in St John Bosco School on last Jan, 2017).
- Exploitation of Children at Home & in School (in St John Bosco School on last Jan, 2017).

Language

English and Tamil

Interest

- Reading
- Drawing
- Painting
- Traveling
- Discovering new places
- Introspection
- Surfing the net
- Meeting new people
- History & culture
- Nature walks.

● Sri Infosys - 2013-2016 and 2008 - 2010

Medical Transcriptionist

Job Description

- Transcribe notes and records of physicians and other healthcare professionals.
- Converting transcribed diagnostic test results, procedures and consultation notes into applicable report formats.

● Niketa Constructions - 2009 to 2012

Account and Admin Assistant

Job Description

- Monitoring daily communications and answering any queries.
- Processing expense requests for the accountant to approve.
- Bank reconciliation, updating and maintaining procedural documentation.

● RNS Rice Mundy - 2006 - 2008

Accounts and Productions supervisor

Job Description

- Set daily/weekly/monthly objectives and communicate them to employees.
- Check production output according to specifications.
- identify issues in efficiency and suggest improvements.
- Train new employees on how to safely use machinery and follow procedures.
- Enforce strict safety guideline and company standers.

● Ramesh Flowers Pvt Ltd - 2004 - 2006

Shift Supervisor - Production

Job Description

- Manage daily schedules, employees shifts and time-off requests.
- Assign duties to employees and oversee their progress.
- Provide guidance and feedback to employees when needed.
- Resolve conflicts between employees.
- Transfer products and other objects to and from the worksite on occasion.
- Ensure industry rules and regulations are followed.

Place :

Date :

Yours Sincerely,

(SUNITHA S)