

KOMATHI G

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## Personal Summary

I am a communication professional seeking opportunities, where I can apply my skills for continuous improvement and growth.



## Personal Information

DOB: 14/11/1983  
Address: No 21, Raja  
Rathinam Nagar, Old  
Katpadi, Vellore(TN)-632007



## Languages

- Tamil
- English



## Education

Indian Institution of Teacher  
Training D.Ted- Diploma in teacher  
training Maintained a percentage of  
65.8

University of Madras  
Bachelor of Arts in Tamil  
Cumulative GPA of 5

VRV Girls High School  
HSC - Science  
Maintained a percentage of 56.9

SSLC  
Maintained a percentage of 46.8



## Work Experience

- Priyadharshini Vidyalaya primary school(2004-2006) ROLE: Primary schoolteacher
  - ❖ Responsible for teaching a wide range of subject areas and
  - ❖ Prepare daily lesson plans and academic activities.
- MG SHOES(2006-2007)  
ROLE: Office Incharge
  - ❖ Store maintenance, Invoice creation, Day to day entry.
- KIDZEE SCHOOL (2015 - 2021)  
ROLE: School Coordinator cum Teacher
  - ❖ Ensuring the academic diligence of all staff.
  - ❖ Prepare daily lesson plans and academic activities.
  - ❖ Handled senior KG(all subjects).



## Personal Skills

- Familiar with customer relationship and managed academic works by applying various instructional strategies.
- Familiar with Ms Office and computer related works.