

SUMMARY

An Academic Coordinator with 9+ years of experience in developing curriculum and delivering instructions to students. Enjoys working with children, creative and can articulate clearly.

PROFESSIONAL EXPERIENCE

Academic Coordinator Jun '16 - Jun '20
Blue Bird Play School Hyderabad

Roles and Responsibilities

- Ensure coverage of classes and the effective implementation of the curriculum on a daily basis
- Smooth coordination with multiple stakeholders including school management, teachers, parents etc
- Maintaining school day to day operations
- Other duties as directed by the Management

PrePrimary Incharge Jun '13 - Jun '16
Janapriya Olympiad school Hyderabad

Roles and Responsibilities

- Coordinate with teachers and monitor curriculum across all branches
- Coordinate and interact with parents and address concerns

PP2 Class Teacher Jun '11 - Jun '13
Rainbow International School Hyderabad

EDUCATION

Master of Business Administration Jun '08 - Apr '11
Rishi UBR Women's college Hyderabad

Percentage - 78/100

Bachelor of Commerce (B.Com) Computers Jun '05 - Apr '08
Pragathi women's degree college Hyderabad

Percentage - 85/100

Board of Intermediate Education Jun '03 - Apr '05
Pragathi women's degree college Hyderabad

Percentage - 85/100

Secondary School Certificate, Board Jun '02 - Apr '03
Wisdom High School Srisailem

Percentage - 85/100