

**P.PRIYADARSNE**

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**Career Objective**

To obtain a good position in reputed organization that would allow me to use the skills I currently possess and allow me to continue to grow in the educational field.

**Professional Summary**

Worked as **Curriculum Co-ordinator** - **KLAY PREP SCHOOLS (Founding Years Learning Solutions Pvt. Ltd)**, Infosys Campus – Pocharam from August 2019 – Feb 2020

* Working closely with the Infant, Toddler and Preschool Teachers and/or Center Director to oversee all aspects of classroom program planning, implementation, and evaluation within the guidelines of the centre’s appropriate practices.
* Providing expert advice in preschool programming and interact with parents during PTC and on need basis
* Regularly attend trainings/workshops to keep abreast on current developments in area of expertise.
* Provide ongoing mentoring and coaching to teaching staff through spending time in

Classrooms to introduce and support new ideas, strategies, etc.

* Work with teachers in moving along the continuum of implementing the Curriculum.
* Conducting performance reviews and performance review conversations of all preschool classroom teachers during the time of appraisal.
* Supervising use of physical space so that classrooms, common areas and play areas are clean and safe.
* Provide an attractive and welcoming environment in which learning is made visible

through children’s art work or displays that promote a child’s self-esteem.

* Guides teachers for creation of assessment, report cards, diary writing, port folios etc.,

Worked as **Department Head (HOD) - Pre-Primary**, Corporate office of **Ravindra Bharathi**

**Group of Schools**, Madhapur - Hyderabad from August 2017 to April 2019

* Developing a careful and creative program suitable for students
* Employ variety of educational techniques to kindle the student’s creativity and

interest

* Designing Year-end goals, Curriculum materials
* Preparing Monthly Logs, Micro-planners and support materials and ensure the

availability of the same with the teachers.

* Provide feedback received from teachers related to materials/planners
* Ensure implementation of curriculum
* Responsible for extending academic support
* Suggesting strategies for improving efficiency & effectiveness
* Keep track of support programs as and where applicable
* Visiting branches and monitoring demo sessions given by teachers

Worked as **Centre Head at Kidzee – Preschool** Habsiguda, Telagana ([www.kidzee.com)](http://www.kidzee.com)) from May 2013 to May 2017 (4 years of experience)

* End-End Admission Process
* End-End Recruitment Process
* Counselling parents and converting into admissions
* Encouraging and giving proper guidance to the facilitator in early childhood development
* Regular monitoring of all staff members
* Managing people, data and process
* Regular interactions with parents and ensuring their support
* Developing creative learning environment across the school
* To act as a facilitator in school, able to translate the school vision from creative learning into practical implementation.
* Handling all financial activities and maintaining the database
* Performance appraisal of all staff members

Worked as **HR consultant in Stryde IT Services (**[**www.strydeit.com**](http://www.strydeit.com)**)** from July 2012 to Feb 2013 (8 months of experience)

* Sourcing profiles through database, Job portals, social networks, referrals, advertisement etc.,
* Conducting telephonic interview, assessing the candidates
* Worked for a few best Product development companies(IT) on different types of technologies and requirements
* Co-ordinating directly with the clients in terms of Requirement to Negotiation

Worked as **HR Executive in VISOLVE, Coimbatore (www.visolve.com)** from July 2011 to December 2011 (6 months of experience)

* End -End Recruitment process
* Sourcing profiles through database, Job portals, social networks, referrals, advertisement etc.
* Attendance and Leave Management
* Entry and Exit Formalities of employees
* Initial Screening and Short-listing of profiles
* Coordination with candidates
* Conducting telephonic interview, preliminary interview and assessing the candidate
* Posting the job vacancies in different portals and sites
* Closely coordinating with the team and leads and scheduling the interviews
* Accountable for joining and relieving formalities of employees
* Maintaining recruitment record
* Time sheet management & conducted Monthly Business Review meetings
* Campus recruitment
* Coordinated for Performance appraisal

**Overall Highlights**

* Strong individual contributor for the complete End - End process of recruitment.
* Recruited candidates with the skill set C, C#, Java, PHP
* Conducted Campus Bulk Recruitment campaign in which 20+ colleges participated
* Capable of recruiting energetic, proactive candidates based on the Job Requirements
* Good Human relation skills
* Designing child centric syllabus
* Counselling parents and converting into admission with high rate of success
* Low attrition rates of staff members
* Honest ability to maintain confidentiality in work records.
* Flexible and capable of working in teams

**Academic Profile**

• MBA in Bannari Amman Institute of Technology, Sathyamangalam, 8.2 CGPA

• B.E in Computer Science and Engineering in Sri Ramakrishna Institute of Technology, Coimbatore, under Anna University.

Period: June 2005 - May 2009 Aggregate: 66%

• HSC in The Suburban Higher Secondary School, Coimbatore with an aggregate of 74% during April 2005.

• SSLC in Avinashilingam Girls Higher Secondary School, Coimbatore with an aggregate of 90.8 % during March 2003.

**Area of Specialization**

• MAJOR : HUMAN RESOURCE

• MINOR : MARKETING

**Area of Interest**

* Counselling
* End-to-end admission process
* Recruitment
* HR Activities
* Performance appraisal
* administration

**Achievements**

* Acquired certification in Montessori training

• Completed C& C++ in NIIT with course certification.

• Completed ERP with course certification

• Passed Type Writing

**Extra Curricular Activity**

• Winner in Carom and Chess Tournaments.

• Winner in Ball Badminton Tournaments.

• Actively Participated in Cultural events at college.

• Participated and Won in Tennikoit Tournaments.

**Projects**

**ROBUST LOSSLESS IMAGE DATA HIDING**

• Front end : VB.NET

• Goal : The goal of this project is piracy protection of an Image. In this software, the form of the particular Image to text Image Data Hiding embedded in the digital contents in a transaction. It is shown that the software is secure against any possible attacks. Besides the security feature, the software developed is economic with respect to storage requirements.

**A STUDY ABOUT SATISFACTION LEVEL OF CUSTOMERS OF SUGUNA-DAILY-FRESH AND THEIR BUSINESS PROCESS OF SUGUNA GROUP LTD**

In this project the entire organizational setup, functioning and the business model of Suguna group was studied. Along with this a study was taken to measure Satisfaction level of Customers of Suguna Daily Fresh. The collected data was processed using SPSS and interpretations, feedback were presented to the company.

**COMPETENCY MAPPING OF EMPLOYEES AT CORPORATE OFFICE OF SUPER SPINNING MILLS LTD**

In this project competencies of the employees are identified and also gap is identified between required competency level and actual competency level. Findings and suggestions are given for the further improvement.

**Personal Profile**

Date of Birth ​: 2 December 1987

Sex ​​​: Female

Nationality ​​: Indian

Marital Status ​: Married

​​**Reference: Will be provided upon request**

**Address for Communication**

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