

Resume

Rajlaxmi Santosh Nair

Email Id - rajlaxminair0403@gmail.com

Mobile No - +919970772103

Resume objective:

School teacher, co-ordinator and supervisor with 15 years experience in managing school students, administration work and supervision.

Professional experience:

Modern Public School/Rahatani/2005-2020[Present]

Chate Coaching Classes / Thergaon / April 2020 [Present]

Conducting English lectures for std 6, 8 , 9 and 10.

Designing and implementing daily lesson plans for students and teachers.

Planning, advertising and executing weekly meeting with students, teachers and parents.

Meeting with Parents, Guardians, administrators and counselors to address and resolve students' behaviour and other issues.

Create and adapt lesson plans according to students' academic needs, including both individual and group work.

Managing administration work, keeping a daily record of activities and work done by students and teachers

Conducting Parents and teachers meeting.

Teaching Self development and Art appreciation, Physical Education for class 9 and 10

Teaching Self Defense subject for class 10

Conducting English and SST lectures for Chate Coaching Classes.

Education:

B. com Graduate.

Pune University -2005

Computer Knowledge :

Basic in MS-word, office and excel.



Key skills:

Lesson planning
Active teaching and listening
Supervising
Handling office management
Classroom management
Staff management
Organization and Prioritization
Overall activities of school
Event planning
Examination planning and management

Personal Details

Maiden Name : Rajlaxmi Rajan Pillai
DOB : 03/04/1986
Age : 34yrs
Address : 22/7 Tuljai colony,
Behind Sancheti School,
Thergaon Pune - 33
Marital Status : Married
Language Known : English,Hindi,Marathi and Malayalam

Date :-

Signature
Rajlaxmi Santosh Nair

