

### **Personal Profile**

Permanent address : 2/1, Thanappan Street, Walajapet.Vellore District.  
Date of Birth : 03-04-1973  
Languages : Tamil and English.  
Marital Status : Married

### **Professional Profile**

*❖ 12 year experience as Maths Teacher & English Teacher and also clerical work in office(computer typing) in L.F.C.MATRIC.HR.SEC.SCHOOL, AMMOOR*

### **Academics**

*❖ M.Sc.B.Ed.(Mathematics)*

### **Experience Summery**

- Having comprehensive knowledge with 12 years Teaching as well as Office Experience.
- Efficient handling of students
- Demonstrated ability to succeed and learn quickly in challenging environment.
- Strong and assertive Oral and written communication skills.
- Having knowledge to handle all the subjects upto 8<sup>th</sup> standard
- Got best teacher Award for the year 2016-17

### **Computer skills**

Computer knowledge : Computer on Office Automation  
Typing skill : Passed Senior grade in both Tamil and English Typing  
Packages : MS-Word, Excel, Power Point.

### **Career Objectives**

Seeking a position to utilize my skills and abilities effectively in accomplishing the organizational objectives and further enhance my skills, as well provide an opportunity for continued professional growth and advancement

## **TOTAL EXPERIENCE 12 YEARS**

### **Employment Highlights**

Name of the School Designation		Duration
L.F.C.Matric.Hr.Sec.School, Ammoor	BT ASSISTANT June 2006 to February 2013 & June 2014 to till date	12 YEARS

*The above details are true and I am forwarding this for any suitable position*

*SIGNATURE*

DATE:

**J.DHANALAKSHMI**

