

JANAKI J

W/O P C Jenith Kumar
NO:2/ 747, Engineer's Avenue, 6th Street,
Unami Nagar, S.Kolathur
Chennai - 600117

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Career Objective

To obtain an interesting and challenging position in a reputed organization that will allow me to use my skills and potentials to serve the institution

Academic Qualification

Degree/ Course	Institution	University / Board	Year of Passing
B.Ed	Om Shanti College of Education	Tamil Nadu Teachers Education University	2019
MBA	Faculty of Management Sciences, ANNA University	ANNA University	2014
BCA	Faculty of Science & Humanities, SRM University	SRM University	2011
HSC(12 th)	Govt.G HSS, Nandivaram	State Board of School Examination, Tamil Nadu	2008
SSLC(10 th)	Dr. Mangalam HS, Kattankolathur	State Board of School Examination, Tamil Nadu	2006

Professional Experience***History***

Duration	Employer	Job Title
June 2017 to current	Loyola Academy, Vadamelpakkam	Primary Teacher / Office Assistant

Experience in Detail

Employer: Loyola Academy, Vadamelpakkam

1. **As Teacher**

- Teaches Tamil and Computer Science
- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations in a 800+ student school
- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work

- Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students

2. As Office Assistant

- Attending phones got from parents, from University, Book Publishers, etc.
- Contacting Central Board (CBSE) behalf of the Academy for Scholarships, Registration of Students, etc.
- Preparation of Question Paper from the drafts presented by the Teachers
- Supporting School Principle on day to day activities.

Add on Courses

- Diploma in Computer Application (HDCA)
- Diploma in JAVA Programming (ADJP)

Strengths

- Positive attitude & Time Management.
- An optimist who makes herself and others Happy all the time.
- Vibrant, Dynamic, Efficient and a go-getter.

Personal Profile

Name	:	Janaki J
Spouse Name	:	P C Jenith Kumar
Father's name	:	S D Suyambulingam
Date of Birth	:	23-06-1991
Age	:	30
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English & Tamil
Present address	:	NO:2 / 747, Engineer's Avenue, 6 th street, Unmai Nagar, S. Kolathur, Chennai – 600117.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Chennai

Signature

Date :

(JANAKI J)