

CURRICULUM VITAE

NAME : SHYAMANI PRIYA PAUL LAKRA

**Address : Eternal Light Public School
Thiruveka nagar, D.T.Halli (village)
Krishnagiri district, Rayakottai
Tamilnadu 635116.**

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CAREER OBJECTIVE

Looking forward for an opportunity to perform at the highest level of my potential working toward the set goal and target to develop my skills in a progressive organization contributing the best for the growth of organization while ensuring growth in personal career.

ACADEMIC QUALIFICATION

Course	Board/ University	Year of passing	Percentage
Bcom	IGNOU (Indira Gandhi National Open University)	2020	61.39%
+2	NIOS (National Institute of Open Schooling)	2013	57.6%
10th	Matriculation Board	2011	91.2%

SKILLS

- Result oriented and self motivator
- Attention to details
- Leadership skills
- Can work both as an individual and as a team
- Ability to work with proactive approach

WORK HISTORY

Office Staff in CBSE school for 2 years

Key Responsibilities

- Greet visitors, parents and students
- facilitate communication within the school
- Keep records such as registration, class schedules, bus scheduling and routes, academic transcript and parent contact information
- Shares information broadly with administrators, teachers and student families through e-mails or phone calls ensuring that necessary information is properly transmitted.
- Cash handling and processing of payments.

Worked as a Teacher in CBSE School

Kindergarten	Class Teacher	5 Years
Primary school (1-5)	Subject and PT Teacher	2 Years
Middle and Senior school	Subject Teacher (hindi)	2 Years

Key Responsibilities

- Preparing lesson plan.
- The modern tools of teaching to make the lesson more interesting [audio/ visual aids].
Preparing exam papers- typed in laptop/ computer and taking the print using printer machine.
- Listen to children problem and try to solve it, being in contact with parent/guardian of the students.
- Conducting Online classes- Zoom and Google Meet app is been used.
- Making different types of videos according to the subject for offline classes- Youcut, Inshot and Benime apps been used.
- Conducting online test using Google Form app.

ADDITIONAL QUALIFICATION

MS Excel, MS Word, Basic Tally

PERSONAL DETAILS

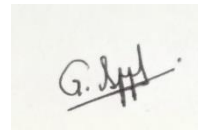
Strength : Open to challenges, adaptabilities, team worker, innovative, smart,
Enthusiastic, willing to learn, effective communication, management.

Hobby & Interest : Singing, drawing design, Dancing, listening to music, playing badminton.

Languages known : Hindi, English and Tamil

DECLARATION

I hereby declare that all the statements in my curriculum vitae are true, complete and correct to the best of my knowledge and brief



PLACE: Tamil Nadu

(SHYAMANI PRIYA PAUL LAKRA)