

Priya Saravanan

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- **CAREER OBJECTIVE :**

- Intend to make a Career Switch from the field of Education to Corporate Sector to implement the various aspects and areas of (Teaching –Learning— Analyzing Root cause---techniques) used in Classrooms (both Virtual and offline platform) across various Human Relationships in terms of Data Exchange, Organising skills.
- Scrutinizing Products of their interest, need and requirement in guiding them with positive approach to achieve maximum Customer satisfaction.

- **EDUCATION**

- **Secondary School Certificate Examination** from Pune Board

[Subjects studied] -- English, Marathi, Hindi, Mathematics, Science, Social Sciences.
- **Higher Secondary Certificate Examination** from Pune Board

[Subjects studied] – English, Hindi, Geography, Physics, Chemistry, Biology(Botany and Zoology)
- **B.Sc., Bachelor of Science in Micro Biology** from Pune University (March 1996).
- **MCM , Master Of Computer Management,-** from Pune University (March 1998)
- **B.Ed.,** from Indira Gandhi National Open University (IGNOU) Bangalore, (December 2015)

- **EMPLOYMENT HISTORY :**

ADMINISTRATOR CUM COMPUTER SCIENCE TEACHER

The Pupil , Saveetha Eco School, Thiruverkadu, Chennai

(JUNE 2017 Till date)

Contribution During Online Teaching Classes from March 2019 till Date

- ✚ Worked as a Coordinator between the Staff, Students, Management and Parents in efficient functioning of Online Classes
- ✚ Resolving and Handling Glitches/ Technical issues arising in working with different Online session Platforms like Zoom , Webex and Google Meet
- ✚ Framing Of Class Timetables, Exam Timetables for Formative And Summative Assessments
- ✚ LMS [Learning Management System]- Coordinated with the teachers regarding the various H5P activities available in the LMS from Moodle Platform, through which Online Teaching can be delivered in a more Interesting, interactive, reachable and Student Friendly way.
- ❖ Attended Annual Workshops conducted by "E-Z Vidya ,Which aims at transforming Classrooms to Thinkrooms "
- ❖ Attended Workshop on "**Learning to Code for building Twenty first Century Skills**" conducted by "**NEXT GENERATION - COMPUTER MASTI**" and received Certificate Of Participation for the same.
- ❖ Guided and mentored students in conducting Chrysalis Day Projects on themes related to Scratch, HTML-Web Designing, GIMP which is conducted in our school on a yearly basis

TEACHING PATTERN IS FOCUSSED ON THE FOLLOWING KEY POINTS

- ✓ Teach students using a systematic plan of lessons, discussions, audio-visual presentations and field trips
- ✓ Lead students in activities to promote their physical, mental and social development and their school readiness
- ✓ Assign and correct homework.
- ✓ Prepare, administer and correct tests
- ✓ Participate in staff meetings, educational conferences and teacher training workshops
- ✓ Prepare and implement remedial programs for students requiring extra help
- ✓ Working as a member of the Exam Committee.
- ✓ Coordinated with Students during the Annual Day /Sports Day Celebrations
- ✓ Well versed at creating and editing Presentations /Reports Participate in the redesign of applications and other software

COMPUTER SCIENCE TEACHER
St. John's International Residential School [CBSE]

JUNE 2014- April 2017
CHENNAI.

- ✓ Prepare courses for presentation to students according to approved curriculum
- ✓ Identify students individual learning needs
- ✓ Communicate with students experiencing difficulties to determine and document problems experienced.
- ✓ Consult user guides, technical manuals and other documents to research and implement solutions
- ✓ Reproduce, diagnose and resolve problems encountered by students.
- ✓ Provide advice and training to users in response to identified difficulties.
- ✓ Provide network and Internet support to users in response to identified difficulties
- ✓ Collect, organize and maintain problems and solutions log for use by other computer users.
- ✓ May supervise other support workers in this group.

COMPUTER SCIENCE TEACHER

St. Francis School [ICSE]

JUNE 2007 TO JUNE 2014

BANGALORE.

- ✓ Handling Classes from Std IV to VIII
- ✓ Evaluate the progress of students and discuss results with students, parents and school officials
- ✓ Subjects :- MS Office :- Word, Excel , PowerPoint, Access
- ✓ MS Paint, Programming Language :-LOGO , QBASIC, HTML, VB, Java

COMPUTER SCIENCE TEACHER

and SCIENCE TEACHER

Miranda Education Society, Indiranagar.

JUNE 2000 TO MAY 2003

BANGALORE

- ✓ Compeering for programs.
- ✓ Worked one on one with slow learners who needed special attention

CUSTOMER CARE EXECUTIVE

(Industry experience)

Convergys India Services

JAN 2004 TO SEP 2004

BANGALORE

- Worked for a US-based company's customer care centre.
- Interaction with customers worldwide related to queries on Microsoft products & spares order collecting
- Analyzing /understanding their problems/complaints/queries related to Microsoft products and transferring/routing the calls to the correct concerned technical dept.
- Well versed with American accent.

• **COMPUTER AND COMMUNICATION SKILLS**

- Highly skilled in using Windows Operating System
- HTML,GIMP, SCRATCH
- MS-OFFICE
- Data Base Management Systems.
- **Completed IELTS -- GENERAL (2018) AND ACADEMIC (2019) WITH SCORE-7 PTS.**
- Languages Known - ENGLISH, HINDI,MARATHI ,TAMIL AND KANNADA

- **PERSONAL DETAILS:**

- Date of Birth 29/06/1976
- Marital status Married
- Children One son ,studying in
B.Com (3rd year), SRM
University , Chennai, India

Priya Saravanan

Chennai,India