**ANJANA RAJENDRAN**

137,Mammotil vilakom, Kariyil Road, **Kazhakuttom**, **Trivandrum**

**Phone Number: 7356887582 / 7356789891**

Email: anjanna2000@gmail.com

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| **OBJECTIVE** |

High school teacher with 7+ years career experience. Motivational style with exceptional communication and leadership skills and administrative abilities. Committed to improving student performance and understanding of educational concepts.

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| **SUMMARY** |

**Seven + years of experience:**

* Implement subjects/curriculum instructions designed by teachers
* Implement classroom management designed by teachers
* Designed and implemented curriculum and instruction for 9th and 10th grades/ Economics and Commercial Studies.
* Teaching Economics and other commerce related subjects to the class 9th and 10th students and preparing them for exam**.**
* Ensuring 100% results in the board examinations.
* Helping / counselling students in the areas of academic achievement, personal/social development and career development.
* **Excellent communication skills in English and Hindi**

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| **EDUCATION** |

**MBA (Finance)**

* Symbiosis Center for Distance Learning
* Pune, 2010
* Percentage Scored: 67 %

**M.Com (Economic Administration and Financial Management)**

* University of Rajasthan, **Rajasthan**, 2006
* Percentage Scored: 48 %

**B.Com**

* University of Rajasthan, **Rajasthan**, 2004
* Percentage Scored: 53 %

**Sr.Secondary (CBSE)**

* St. Soldier’s Public School, Jaipur, **Rajasthan**, 2001
* Percentage Scored: 62 %

**Secondary (10th)**

* Bright Lands School, Jaipur, **Rajasthan**, 1999
* Percentage Scored: 63 %

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| **TECHNICAL SKILLS** |

**Diploma in Computer Applications**

* Alfa Institute Of Computer Training, Jaipur, 2007
* MS Office
* Internet Savvy

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| **EMPLOYMENT SUMMARY** |

**Our Public School, Trivandrum, Kerala**

Position **Finance officer / School Teacher**

Duration **May 2019 – Till**

Description ‘Our Public School’, Thiruvananthapuram, founded on June 1st , 2000, promising new ventures and heights in education. The Institution privately managed by Kamala Education Trust, under the leadership of Chairman Sri K.Vasudevan and manager Smt K.Kamalakshy.

Responsibilities

* Objectives for all lessons, units, and projects, and communicating those.
* Maintaining accurate and complete student records.
* Designed and implemented curriculum and instruction for 9th and 10th grades/ Economics and Social Studies
* Development of professional and trusting relationships with parents, guardians, and administrators through regular communication.
* Teaching Economics, social studies and other commerce related subjects to the class 9th and 10th students.
* Ensuring 100% results in the board examinations.
* Reviewing students via. Unit tests, midterm test and oral test to ensure clarity of subject to the students.
* Part of middle level management group
* Mainlining expense register, cash transaction, salary disbursement

**Children’s Garden Secondary School, Jaipur, Rajasthan**

Position **Secondary School Teacher**

Duration **May 2005 – Mar 2011**

Description Children’s Garden Secondary School is **an ICSE affiliated School in Jaipur** with a rapport of its own in the city.

Responsibilities

* Objectives for all lessons, units, and projects, and communicating those.
* Maintaining accurate and complete student records.
* Designed and implemented curriculum and instruction for 9th and 10th grades/ Economics and Commercial Studies
* Facilitated parent-teacher conferences
* Teaching Economics and other commerce related subjects to the class 9th and 10th students.
* Ensuring 100% results in the board examinations.
* Reviewing students via. Unit tests, mid term test and oral test to ensure clarity of subject to the students.

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| **PERSONAL INFORMATION** |

Father’s name : V.Rajendran

Date of Birth : 04 Dec 1982

Marital status : Married

Languages known fluently : English, Hindi

Permanent Address : Mammoothuvilakom, Kariyil Road, Kazhakuttom, Trivandrum

My Strength : **Excellent communication skills in English and Hindi** and

hardworking.

Reference : Will furnish whenever required.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: **KAZHAKUTTOM**  **ANJANA RAJENDRAN**