

Aswathy.K



CONTACT

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SKILLS

Effective Communication skills
Finance Management
Office Administration
Operations Management
Documentation and Reporting
Diversity, Equity, & Inclusion
Customer service orientation
Attention to detail
Time Management
Problem Solving
Team Work

LANGUAGES

- English – Professional working proficiency
- Malayalam – Native/ Bilingual
- Hindi – Professional working proficiency

PROFESSIONAL PROFILE

ACCOUNTANT / OFFICE ADMINISTRATOR

An enthusiastic and adaptable graduate with a Master Degree in Commerce, seeking to achieve a challenging position in a professional organization. Eager to contribute positively to a dynamic team environment while further developing professional competencies. Committed to embracing challenges, acquiring new expertise, and fostering growth within the organization. Dedicated to delivering high-quality results and continuously striving for excellence in all endeavors.

STRENGTHS & CAPABILITIES

- Strong communication skills, both verbal and written, demonstrated through academic presentations, group projects, and extracurricular activities.
- Excellent problem-solving abilities, as evidenced by tackling complex assignments or projects during academic coursework or internships.
- Proven ability to work effectively in a team environment, contributing ideas and collaborating with peers to achieve common goals.
- Quick learner with a passion for continuous improvement and professional development.
- Positive attitude, resilience, and the ability to handle challenges with grace and determination.

PROFESSIONAL EXPERIENCE

Primary Teacher (EVS & Hindi Value Education)

RSK School, Trichy, Tamil Nadu (OCT 2022 – Present)

- Develop and deliver engaging lesson plans that align with the curriculum and cater to the diverse needs of students.
- Create a positive and inclusive classroom environment that fosters student learning, creativity, and social-emotional development.
- Assess student progress through various formative and summative assessments and provide constructive feedback to students and parents/guardians.
- Implement effective classroom management strategies to maintain a conducive learning environment and promote positive behavior.
- Collaborate with colleagues, administrators, and support staff to plan and coordinate school-wide events, activities, and initiatives.
- Stay updated on current educational trends, best practices, and research to improve teaching methods and student outcomes.
- Supervise students to ensure their well-being and safety.
- Record Student attendance, grades and evaluate performance.

EDUCATION

Montessori- Diploma in International Montessori, Tamil Nadu (2018-2019)

Master of Commerce- University of Calicut, Kerala (2013 – 2015)

Bachelor of Business Administration - University of Calicut, Kerala (2009-2011)

Higher Secondary (Humanities) –Kerala Higher Secondary Board, Kerala (2006-2008)

SSLC – Central Board of Secondary Education, Kerala (2006)