



TEENAMOL TOMY

Summary

Equipped with a Master's and Bachelor's degree in computer applications, I have honed my experience as a school administrative assistant with a proven track record in office management, adept at handling student records and facilitating effective communication. Proficient in administrative tools and dedicated to creating a well-organized and supportive educational environment. Strong multitasking skills and a commitment to contributing to the smooth functioning of school.

Experience

Carmel School Kareli, M.P Administrative Assistant

(2022 - 2023)

- Maintained and organized student records.
- Efficiently managed front desk responsibilities, including answering phones, greeting visitors and responding to inquiries.
- Created class list for each teacher after coordinator assigns students to appropriate class.
- Coordinated and facilitated substitute teacher assignments to ensure smooth operation in the absence of respective teachers.
- Provided student reports to department coordinator and teachers.
- Generated monthly students and staff attendance.
- Provided administrative support to the office including compiling reports, processing invoices and expense reports and maintaining files.

St. Peter's Sr. Sec. School, Etawah Computer Teacher

(2016 - 2020)

- Implemented project based learning to enhance student's problem solving skills, fostering creativity in computer science concepts.
- Instructed students in using Microsoft Office suite, guiding them through basic applications like Word, Excel and PowerPoint.
- Provided technical support to students, assisting with software installations and resolving basic hardware issues in the computer lab.
- Evaluated and graded student assignments, quizzes and projects related to computer literacy and programming fundamentals.
- Effectively managed computer labs, ensuring a conducive learning environment for students during practical lessons.

NeST Cyber Campus, Aluva Trainee, Internship in Java

(2015)

- Assisted in Java web development, gaining hands-on coding and debugging experience.
- Collaborated on team projects to improve Java programming skills and grasp OOP concepts.
- Researched emerging Java technologies, aiding project decisions.
- Attended training sessions, learning Java development methodologies & tools.
- Supported team with documentation, code reviews, and project efficiency.

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📍 Sharjah, United Arab Emirates

Education

Python Django Industrial Training

Faith Infosys (2023)

Master of Computer Applications

MG University (2012-2015)

Bachelor of Computer Application

MG University (2008-2011)

Skills

- Python, Django & Java
- HTML and CSS
- Information Management
- MySQL
- Database Management
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Document and file management
- Training and Support
- Problem-Solving
- Time Management
- Event Planning
- Organizational Skills
- Interpersonal Skills
- Communication Skills
- Troubleshooting and Debugging