

CURRICULUM VITAE (CV)

Name	Rajalakshmi R
Date of Birth:	31.05.1978
Country of Citizenship/Residence	India



Education:

School, college and/or University Attended	Degree/certificate or other specialized education obtained
Kerala University	B.Ed.
Calicut University	M.com (2003)
Calicut University	B.com (1999)
Calicut University	Pre-Degree (1995)
Kerala Board of Education	SSLC
TALLY & STATE ELIGIBILITY TEST (Other Qualifications)	Qualified (2009 &2011)

WORK EXPERIENCE:

Since JUNE 2015 – March 2021 With Valluvanad English Medium School Mundakkottukurussi, Palakkad as PRINCIPAL.

I handled Administration works and managed all financial records which includes Cash book, Ledger account, Cheque issue & Receipt Register, Bank Reconciliation, Letter & Proceedings.

Key Result Areas:

- ➔ Helped Students to develop important learning skills and good study habits useful in school or college education.
- ➔ Evaluated academic performance and social relationships to identify and help struggling students.
- ➔ Consulted with teachers in different disciplines to identify and adopt successful instructional strategies.
- ➔ Worked closely with others to ensure timely invoicing and Accounts receivables.
- ➔ Fund Request preparation for scholarship & other improvement activities to develop the infrastructures to facilitate the students.
- ➔ Tracking and Monitoring of fund flow.
- ➔ Submission of Report to Government authorities for inspection purpose.
- ➔ Prepare statement for Audit and financial records.
- ➔ Provide technical support to the management to implement the financial plan including Minutes preparation.

- ➔ MIS Updating & Monthly Verification of Financial reports and new syllabus updating and implementation.
- ➔ Auditing Staff Register, Purchase Register, Debit note, Credit note & reconciliation preparation.

From June 2012 to July 2014 with Moloor Central School, Palakkad as Higher secondary Teacher.

Services to Educational Services and Teaching professional

AS HIGHER SECONDARY TEACHER IN TEACHING PROFESSION:

Key Result Areas:

- ➔ Served as head teacher by overseeing 15 teachers and 200 students. Conducted pre- and post-conferences with teacher evaluation and observations.
- ➔ Formulated student personnel policies and observed / Evaluated teacher's performance.
- ➔ Consulted students with attendance and behaviour problems and provided them adequate support
- ➔ Assist teachers with lesson plans and units for instructions, review all assessments and ensure sufficient inclusion of technological tools.

From 2001 - 2002 with Sreedharma Sastha college cheruppalassery , Palakkad as Teacher.

- ➔ As faculty handled subjects in Banking. Auditing, Accounting which includes Cash book, ledger account, Bank Reconciliation, stock & Assets.
- ➔ Employed various instructional techniques to retain interest and maximize learning.
- ➔ Identified areas of weakness with individual students and tailored lessons accordingly.
- ➔ Maintained accurate and complete student records.

Language Skills:

Languages	Speaking	Reading	Writing
Malayalam	✓	✓	✓
English	✓	✓	✓
Hindi		✓	✓

TECHNICAL SKILLS:

MS - Office

TALLY

MS - PowerPoint

PERSONAL COMPETENCIES:

- Dedicated towards the job
- Team player with a positive attitude and a good motivator.
- Smart working to achieve the goal.
- Quick learning capacity and willingness to learn.
- Good communication skills.
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PERSONAL DETAILS:

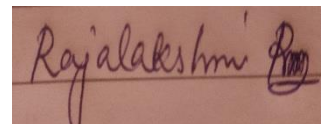
- **Name** - **Rajalakshmi R**
- **Date of Birth** - 31.05.1978
- **Marital Status** - Married
- **Nationality** - Indian
- **Linguistic Abilities** - Malayalam, English
- **Permanent Address** : Vadakkedath house, ashadeepam bus stop, koonathara Palakkad dist. , Kerala pin-679523
- **contact information**: E-mail: rajalakshmirajalayam@gmail.com; Phone:8590705424

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Date:

Place: koonathara, shoranur



**Yours Truly,
(Rajalakshmi. R)**

