CURRICULAM VITAE



M.R.USHA ROY. B.SC, B.Ed., PGDBA (EDEXCEL-UK London)
KOLANKANNY HOUSE, AZAD ROAD
IRINJALAKUDA (NORTH) PIN NO: 680125, THRISSUR (DIST) KERALA INDIA.
Mobile: +91-9886503226
Email:royush2004@yahoo.co.in royush2007@gmail.com

PERSONAL DETAILS

Name	M.R. Usha
Date of Birth	20 – 09 – 1972
Sex	Female
Marital Status	Married
Husband Name	Roy .K. Joseph
Nationality	Indian
Passport No	L6078815
Mother Tongue	Malayalam
Languages known	English, (very good in reading, speaking, writing) Hindi, Tamil, Malayalam.
IELTS score	**6.5**
Extracurricular activities	Involved in NCC activities, Cultural activities (drama, dance)
Hobbies & Interests	Reading Books, Listening Music, sports (shuttle- badminton)

CAREER OBJECTIVES

- To obtain a teaching position where I can utilise my knowledge of advanced teaching methods such as team learning and e-learning.
- Be responsible in the executing the duties for the internal organization, management and the pupils of the school.
- To have a professional vision, ensure the high quality of education for all its pupils and improved standards of learning and achievements.
- Mentoring students' intellects by helping them develop problem-solving, critical- and creative-thinking skills.
- Develop and promote interest and curiosity in the subject area of learning.
- To encourage creativity and high-order thinking skills that increase the performance of the students."

- Using the latest technology to analyse the performance of each student and identify the slow learners and device an appropriate teaching –learning methodology.
- To find a certified academic administrative position in your International educational institution
- Developing strong planning and organizational skills, and to provide direct supervision of students and teachers and implement the policies of school to attain the effective teaching and learning.
- To build a long-term career as a team leader in a position that offers opportunities for career growth, and to keep up with cutting-edge teaching technologies.

RESPONSIBILITES AND DUTIES

- Strategic planning for the departments and directing the teachers to develop the learning outcomes.
- To establish, monitor and evaluate short, medium and long term plans for the development of the department.
- Evaluate the academic data of the student prepare the Plan of action for the late bloomers
- Fortnight curriculum planning department wise, develop the lesson plan (scheme of work) according the level of student, arranging the teaching materials, discussion of hand-outs activities, project
- Analyse and evaluate the teachers teaching performance by class observation and rating scale

PROFESSIONAL SUMMARY

AS SCIENCE TEACHER (13 YEARS OF TEACHING GENERAL SCIENCE, BIOLOGY)

- I am experienced in delivering the biology teaching lessons in higher secondary for 13 years. Handling various syllabus of IGCSE, ICSE, CBSE ,STATE, and (IB-for short period)
- It may be a good idea to personalize this experience by saying that I treat each student as an individual and that my style can cater for students of all abilities and that you use different teaching and learning styles (interactive whiteboard teaching, group work, child centred, inquiry based, discussion, project, experiential learning, digital classroom etc.)
- I enjoy and have experience of working under pressure to meet targets, and that I can handle challenging environments.
- Ability to put together lesson plans and prepare required materials for classes of different skills and year groups.
- I believe in good pastoral skills in order to meet the requirement of personal care for tutor groups and helping those with special needs or problems at any given time.
- I am proud to say my success of my teaching is achieved all the years, full percentage of pass with distinction, and first class, out of 1000 and above students handled.
- Certificate of appreciation was bagged by me for the best teacher of the year.

- Had taken the initiative in organizing science club, interschool competition, brought laurels and merits to school I had worked.

AS HEAD OF SCIENCE DEPARTMENT - HOD

- The responsibility of co-coordinating ,motivating, encouraging ,the entire team of 30 teachers who was teaching biology and fisheries science was a challenging experiences
- The timely delegation of the pre-planned work had helped me to streamline the teaching and learning process.
- Team building was constructive by regular staff meeting and follows up the system with regular feedback.
- Managing conflict was well managed by one to one counselling and rectifying the area of improvement.
- To conduct regular department meeting to enhance the smooth functioning of the teaching- learning process, in turn manage the team to work in accordance to the school policies.
- Preparing the exam time table, class time table assigning class to subject teachers, subtituiton,event duties,

AS ACADEMIC ADMINISTRATIVE ROLE (CO-ORDINATOR, VICE PRINCIPAL, ASSISTANT HEAD MISTRESS)

As an academic team leader I am enthusiastic, strong work ethic, resilient, positive person.

- Innovation methods were implied to bring the unity of the cultural diversified teacher population especially when I worked as vice principal, and coordinator.(With a team of 54 academic staff and 25 non-teaching staff and 1500 above students)
- Empathy with my clients and ability to see things through their eyes had helped me to bring down the leaves applied by the teachers and other working staff.
- Good listener, a good eye for detail had given me an opportunity to establish good rapport with the management, parents and the staff.
- Open-mindedness and ability to accommodate diversity is one of my areas of strength that I would emphasize on.
- Likes to lead by example-punctuality, discipline, spirituality are the prime area of focus and importance.
- Good planning skill, Keen on regular evaluation of progress ,and timely check up with the implementation of the system, providing the certainty well in advance, is my major key point in executing the system
- Always interested in teaching the others, which catered me to keep learning and change according to the change in the system
- I am change maker, always developing and updating my skills.

KEY SKILLS POSSESSED

- **LEADERSHIP SKILLS**
  Strong in leadership abilities, effectively communicate, allocate responsibilities, and motivate staff are highly welcomed.
- **ORGANIZING SKILLS**
  Confident to handle multiple responsibilities, prioritize the task, manage time and set deadlines
- **TECHNOLOGY SKILLS**
  Possess knowledge in educational software and tools, including educational management systems, Students information system (ERP), Data analysis (Ms word,excel,PPT)
- **LANGUAGE SKILL**(**English** advance in speaking ,reading and writing, **Hindi** - good in speaking, reading, average in writing, **Tamil** - good in speaking, average in reading)
- **PROBLEM-SOLVING SKILL**
  Identify the problems and find solution, possess the ability to analyse problems, weigh all the available options and decide in a way that benefits the institution.
- **INTERPERSONAL SKILL**
  Create relationships with students, teachers, parents and the community, effectively collaborate, sympathize with others and display the cultural awareness.

ACADEMIC QUALIFICATION

DECEMBER 2011- JANUARY 2013	UKCBC -**PGDBA**-Post graduate diploma in Business administration Extended diploma in strategic Management and leadership. **London UK**
JUNE 1995- MARCH 1996	AVINASHLINGAM DEEMED UNIVERSITY- **B.Ed** (Teaching of biology & English) COIMBATORE, TAMIL NADU. INDIA
JUNE1992 – FEB 1995	NIRMALA COLLEGE **B.Sc** (main-Zoology and ancillary- Botany) Affliated to Bharathiyar university. COIMBATORE, TAMIL NADU. INDIA.
JUNE 1990 - FEB 1992	AVILA CONVENT MAT.HIG.SEC.SCHOOL **(SENIOR SECONDARY)** COIMBATORE, TAMIL NADU. INDIA.

PROFESSIONAL EXPERIENCE

ASSISTANT HEADMISTRESS (SECONDARY) DECEMBER 2020 – JUNE 2023	KEARTIMAN MATRIC.HIGH SCHOOL (**State board)** COIMBATORE, TAMIL NADU. INDIA.
HEAD OF THE SECTION (PRIMARY) JANUARY 2020 – NOVEMBER 2020 (discontinued due to covid)	VIBGYOR HIGH SCHOOL**. (CBSE),** COIMBATORE, TAMIL NADU. INDIA.
HEAD OF THE SECTION (PRIMARY) JUNE 2018 – JANUARY 2020	THE OXFORD SCHOOL**,(CBSE)** TRIVANDRUM, KERALA, INDIA.
CO-ORDINATOR (PRIMARY) AUGUST 2016 – APRIL 2018	CARMEL HIGHER SECONDARY **(State board)** CHALAKUDY, KERALA, INDIA
CO-ORDINATOR (PRIMARY) JUNE 2014 – APRIL 2016	VIBGYOR HIGH SCHOOL**. (CBSE),** BANGALORE, KARNATAKA. INDIA
VICE PRINCIPAL MAY 2013 – ARIL 2014	THE PARADISE RESIDENTIAL SCHOOL SECONDARY **(State board)** BANGALORE, KARNATAKA. INDIA
SCIENCE TEACHER JUNE 2010 – JANUARY 2011	CHRIST ACADEMY- **(ICSE)** BANGALORE, KARNATAKA. INDIA
SCIENCE TEACHER/FISHERIES JANUARY 2007- JUNE 2010	**ISLAMIYYA SCHOOL, (IGCSE - O LEVEL)** **REPUBLIC OF MALDIVES**
HIGH SECONDARY SCHOOL TEACHER SEPTEMBER 1998 - DECEMBER 2007	DON BOSCO HIGHER SEC.SCHOOL **(State board)** IRINJALAKUDA,KERALA,INDIA
PRIMARY TEACHING ASSISTANT JUNE 1995 to APRIL 1997	ST.PAUL'S HIGHER SECONDARY(KINDERGARTEN) COIMBATORE, TAMIL NADU. INDIA.

Special Achievements

- Recognized and appreciated for the International Science Exhibition for the year 2005.
- The best teacher of the year Award, 2007.
- A memento of Appreciation, Member of PTA Academic year 2009.

DECLARATION

I hereby declare that the above mentioned details are true to my knowledge. Reference available on request. All certificates and testimonials will be produced as and when called for.

Place: Yours Faithfully,
Date: **USHA .M.R.**

Referees

1. Ms. Rosy Johnson
   AHM –Keartiman matric.high.sec.school
   Coimbatore Tamil nadu -India
   Mobile no: 7418236212

2. Ms. AMEENA
   HOS -The Oxford School
   Mylapure P.O., Umayanalloor, Kollam, Kerala 691589
   Mobile : + 918111957572

3. Mr.Benoy Varghese
   Head of the department
   Islamiah School, Hithadhoo, seenu Atoll
   Ministry of Education Rep. of Maldives
   Mobile: +960 753-5746