N. Alamelu, M.com., M.Phil.,



Address:18/1, Mahalakshmi Garden 2, Chinnathirupathy, Salem – 636008 – TN, India

Phone: +919942875772

Email: alamelu.lakshmanan.al@gmail.com

Dob: 31-03-1980 | **Status**: Married | **Religion**: Hindu Nagarathar

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SUMMARY

- **22 Years of teaching experience introducing complex concepts to students (All subjects in Primary, Social Science, Accountancy & Entrepreneurship).**
- **Responsible High school coordinator with excellent communication and problem-solving skills demonstrated by 7 years of administrative experience.**

CORE QUALIFICATIONS

- **Teaching, tutoring and counselling**
- **Excellent reading comprehension**
- **Creative lesson plan development**
- **Interdisciplinary teaching**
- **Evaluating and admitting students**
- **Recruiting and training staff**
- **Organizing school events**
- **Clear public speaking skills**
- **Active listening skills**
- **Effectively work with parents**
- **Parents/teacher conferences**

ACHIEVEMENTS

- **Training:**
  - **Successfully trained staff in all school policies and procedures while focusing on minimizing errors and generating superior results.**
- **Parent Communication:**
  - **Regularly met with parents to discuss student issues and course weakness areas.**
- **Scheduling:**
  - **Facilitated on boarding of new employees by scheduling training, answering questions and processing paperwork.**
  - **Created weekly classroom schedules (timetable) for the school comprising of 20 classrooms and over 40 teachers.**
- **Documentation:**
  - **Wrote and edited documents to keep staff informed on policies and procedures.**
  - **Prepared student evaluation reports for parent teacher communication.**

EDUCATION

- **M. Com** – 59% - Madras University, Chennai – 2004.
- **M. Phil** – 60% - Periyar University – 2007.

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EXPERIENCE SUMMARY

BT Teacher for primary classes (3 years)

April 2002 – April 2007 – Primary Classes in Vidhya Peetham i-school

BT Teacher in Social Science: (16 years)

- **April 2007 – April 2019 – History Teacher in Vidhya Peetham i-school (Matriculation/Equity)**
  - **Key Responsibilities**: Handling Grade VI to X – History
- **May 2019 – April 2022 - Social Science – THE INDIAN PUBLIC SCHOOL (CBSE), Salem – 8.**
  - **Key Responsibilities**: Handling Grade VI to VIII – Social Science
- **April 2024 – April 2025 – Social Science Teacher in Hindusthan International School (Cambridge)**
  - **Key Responsibilities**: Handling Grade VI to VIII – Social Science

P.G. Teacher in Accountancy: (3 years)

- **April 2021 – Till date - THE INDIAN PUBLIC SCHOOL (CBSE), Salem – 8.**
  - **Key Responsibilities**: Handling Grade XI & XII – Accountancy
- **June 2024 – Till date – NIOS student – Accountancy tuition**

P.G. Teacher in Entrepreneurship: (2 years)

- **June 2022 – Mar' 2023 - THE INDIAN PUBLIC SCHOOL (CBSE), Salem – 8.**
  - **Key Responsibilities**: Handling Grade XI – Entrepreneurship

Human Resource Person & Co-ordinator:

- **April 2012 – Mar' 2019 - Vidhya Peetham I School, (Salem - 8).**
  - **Key Responsibilities**: Handling all problem solving, parents meeting, counseling, school events management, trip arrangements.

Student Parent Counsellor:

- **April 2009 – 2019 - Vidhya Peetham I School, (Salem - 8).**
  - **Key Responsibilities**: Counselling Students and Parents.

Subject Excellence

✓ Financial Accounting	✓ Management Accounting
✓ Entrepreneurship	✓ Social science

Position Holding

- Social Science Teacher – Hindusthan International School (Cambridge).

CERTIFICATIONS

- **Certificate in Guidance and Counselling [CIG] – 60% -** Indira Gandhi University - 2015
- **BSS Diploma in Montessori** – 88% - Bharat Sevak Samaj - 2017.

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- **Green Belt Certificate in Career Counselling.**

Online Certification Credentials – CBSE Portal

- **CBSE online Training related to Social science, Interdisciplinary teaching, Online Tools NEP Policy, etc.,**

STRENGTHS & PROFESSIONAL EXPOSURE

- **Conducted various Heritage Club programs as a Organiser at Intra and Inter school level.**
- **Trip organizer (Trekking)**
- **Worked as a member of Bird Watching Club & Nature Club**
- **Front Office Management**
- **Well experienced in various HR operational activities (Small organisation), Conducting various training Programs, Development of Leadership Skill and Personality.**

Dear Recruiter,

I would like to express my interest in a position as Accountancy / Business Studies Teacher in your Institution.

As an experienced graduate as a Administrator and Teacher – Social Science, Accounting & Entrepreneurship, I believe I am a strong candidate for a position at your institution.

Your specification for someone with strong teaching skills will match my profile. As a Post Graduate in M.Com, M.Phil, I am experienced in handling all thrust areas.

My maturity, practical experience, and eagerness to work with your institution will fetch you the 100% results. I possess a positive and effective teaching and management style with the willingness to work above and beyond the call of duty.

Thank you so much for your time and consideration.

Reference

On demand.

Declaration

I do hereby declare that the above particulars furnished in this resume are true, complete and correct to the best of my knowledge and belief.

SIGNATURE Place: Salem.



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