

Malleeswari Sathish Kumar
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Languages: English, Tamil, Kannada

Professional Summary

Accomplished and Self driven educational administrator with over 10+ years of experience in Academic coordination, CBSE administration, HR functions, Teaching and Teacher training experience across multiple institutions. Known for implementing efficient administrative processes, developing academic strategies, and fostering professional relationships. Adept at managing complex tasks and improving organizational effectiveness through a combination of strategic planning, staff development, and operational management.

Work Experience

CBSE Admin Executive and HR Coordinator
Jain International Residential School, Kanakapura Road
June 2021 – Present

- **CBSE Administration:** Led the school's compliance with CBSE regulations, including OASIS updation, affiliation processes,Section Increase processes, handling LOC (List of Candidates) submissions, Direct admission process, subject change process and manage Extra time and scribe process and managing subject and name change formalities.
- **Examination Management:** Oversaw all board exam responsibilities as the deputy center superintendent, including exam center setup,custodian arrangement, logistics, invigilation management,Dispatching of answer sheets and coordination with the CBSE board.
- **HR Coordination:** Managed Joining formalities, on boarding warmth and professional development of staff; addressed HR grievances; coordinated with the central HR team to implement new policies and exit formalities.
- **Operational Leadership:** Developed and maintained efficient administrative processes at STS, students file, and staff file systematization. Successfully reduced paperwork by 30% through the implementation of a digital filing system.

Middle School Coordinator

Orchids The International School, Bangalore
November 2019 – August 2020

- **Curriculum Development:** Collaborated with academic teams and subject matter experts to design and implement a dynamic middle school curriculum, incorporating project-based learning, and interdisciplinary approaches to foster holistic development.
- **Teacher Mentorship:** Conducted regular class observations and provided feedback to teachers, resulting in a 40% increase in student performance metrics. Organized workshops on innovative teaching methodologies, professional relationship management, classroom management, and subject-specific skills.
- **Student Progress Monitoring:** Developed and maintained student progress tracking systems, ensuring personalized learning plans for at-risk students and enhancing overall student success rates.
- **Event Management:** Organized school events, exhibitions, and competitions that boosted student engagement and highlighted student talents and achievements.
- **Achievements:** Successfully reduced student absenteeism by 15% through enhanced engagement strategies, received from my reporting hierarchy (Mrs.Pushpita Mukherjee ,Principal) as "Outstanding Coordinator" for exemplary leadership and commitment.

Administrative Staff

Federal College of Nursing and Patel Law College (Patel Group of Institutions),
Bangalore
April 2017 – March 2018

- **Office Administration:** Managed day-to-day operations, including student admissions, scheduling, documentation, records management and improved data accuracy and accessibility by transitioning to an automated student information system.
- **Event Coordination:** Assisted in the planning and execution of institutional events, workshops, and seminars. Collaborated with faculty to organize guest lectures, cultural events, and career counseling sessions.
- **Student Services:** Provided administrative support to the student services team, addressing student concerns, maintaining attendance records, and facilitating student club activities.

Academic Coordinator

LOYOLA ACADEMY (CBSE School) - Loyola College Society, Chennai
April 2015 – March 2017

- **Academic Oversight:** Led academic operations from primary to high school, including syllabus planning, teacher allocation, and student assessments. Worked closely with department heads to align teaching objectives with CBSE standards.
- **Professional Development:** Designed and implemented training programs for new and existing teachers, focusing on pedagogical skills, classroom technology use, and student engagement techniques.
- **Achievements:** Spearheaded the implementation of a new learning management system (LMS) that improved communication between teachers, students, and parents; recognized for significantly improving school academic performance.

Math Teacher (High School)
LOYOLA ACADEMY (CBSE School) - Loyola College Society, Chennai
September 2013 – March 2015

- **Curriculum Delivery:** Delivered engaging and effective high school mathematics lessons, utilizing a blend of traditional and innovative teaching methods to cater to diverse learning styles.
- **Student Engagement:** Developed interactive math activities and competitions that increased student interest in mathematics and improved performance of students.
- **Assessment & Evaluation:** Conducted regular formative and summative assessments, provided individualized feedback, and developed remedial programs for students needing additional support.

Math and Computer Science Teacher
St. Joseph Matriculation School, Chennai
June 2006 – March 2007

- **Subject Teaching:** Taught high school math and computer science, designed curriculum materials, and prepared students for annual exams. Focused on practical applications to make learning engaging and relevant.
- **Achievements:** Improved student pass rates by 20% through effective lesson planning and personalized support.

Education

- **M.Sc. (Mathematics)** – Tamil Nadu Open University
- **B.Sc. (Mathematics)** – Madras University
- **Post Graduate Diploma in Computer Applications (P.G.D.C.A)** – ICT Technologies
- **Advanced Diploma in Programming (ADDP)** – CSC Software
- **Proficiency in Tally 6.3** – ICT Technologies

Certifications

- Certification in Administrative (HR)
- Certification in Mental Health and Psychosocial Support
- Certification in Professional Relationship Building for Success
- Certified Professional Handwriting Trainer
- Certification in Traditional Calligraphy
- Certification in POSH (Prevention of Sexual Harassment)
- Certification in Women in Leadership: Business Edition
- Certified by NSS (National Service Scheme)

Key Skills and Expertise

- **Leadership & Team Building:** Skilled in fostering collaboration, mentoring staff, and leading diverse teams to achieve organizational goals.
- **Educational Administration:** Expertise in managing CBSE school administration, academic coordination, compliance, and regulatory requirements.
- **Training & Development:** Strong track record in developing and delivering training programs to improve teaching effectiveness and student outcomes.

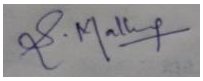
- **Communication & Engagement:** Excellent communicator with proven ability to build relationships with parents, students, staff, and external stakeholders.
- **Problem-Solving:** Adept at identifying challenges and implementing innovative solutions to improve efficiency and effectiveness.
- **Project Management:** Proficient in managing multiple projects, events, and tasks simultaneously while maintaining a high level of attention to detail.

Personal Interests

- Passionate about improving handwriting skills in children through creative and engaging teaching methods.
- Enjoys organizing team-building activities and fostering a positive work culture.
- Committed to personal growth, continuous learning, and contributing to the educational community.

I am committed to making every institution I work with a place of growth, collaboration, and success.

Thanks and Regards



Malleeswari Sathish Kumar