KIRUTHIKA M

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Navavoor, Coimbatore - 46

Professional Summary

Experienced school administrator with a demonstrated track record of driving education excellence and fostering a positive learning environment. Skilled in budget management, strategic planning. Strong leadership abilities combined with practical communication skills to build collaborative relationships with staff, students and parents, resulting in improved academic outcomes

Work History

ADMIN OFFICER

Annai Violet International School (CBSE) – Ambattur, Chennai 2024 - Present

- Source and evaluate vendors, negotiate prices, and prepare purchase orders as per school policies.
- Manage inventory and stock levels, ensuring timely replenishment of materials and equipment.
- Maintain accurate procurement records, including quotations, invoices, contracts, and delivery reports. Coordinate with all departments to understand purchasing needs, specifications, and timelines.
- Ensure quality checks and compliance, resolving delivery issues and supporting audits and budgeting.
- Collect, verify, and update school data (students, staff, infrastructure, facilities) in EMIS and UDISE+ portals with 100% accuracy.
- Coordinate with teachers, departments, and administration to gather required information and ensure timely submission of all data.
- Maintain proper documentation and digital records related to EMIS/UDISE reports, audits, and government compliance.
- Generate and review reports from EMIS and UDISE+ systems to support school planning, compliance, and decision-making.
- Ensure adherence to government guidelines and deadlines, respond to queries from education authorities, and support annual UDISE+ verification.

ADMISSION OFFICER

Annai Violet International School (CBSE) – Ambattur, Chennai 2022 – 2024

- Managed admission enquiries across phone, email, and walk-ins, providing clear counselling on school programs and admission procedures.

- Maintained accurate admission records using the school app and generated periodic admission reports
- Guided parents on fee structures and payment procedures in collaboration with the accounts department.
- Executed timely communication and follow-ups, and supported onboarding and orientation for newly admitted students.
- Processed admission applications, verified documents, and ensured compliance with school policies and regulatory guidelines.
- Coordinated student entrance tests, interviews, and parent interactions while facilitating communication with academic teams.
- Maintaining student attendance, abstract register and report

ADMINISTRATIVE OFFICER

Graham Staines Mat school – Onappalayam, Coimbatore – 2012 -2016

- Initially joined as Clerk, handling administrative and admission tasks.
- Manage the entire admissions cycle, including inquiries, campus tours, applications, interviews, testing, and final decisions.
- Manage the student recruitment and enrollment process.
- Provide detailed information about the school's programs, curriculum, policies, and admission requirements to prospective parents.
- Process over 300 applications each academic year with 100% accuracy in recordkeeping.
- Respond to inquiries and guide families through applications.
- Process applications and maintain accurate admission records.
- Promoted to Administrative Officer due to consistent performance and responsibility.
- Took on expanded roles including data management, procurement, and compliance reporting.
- Supported school management in daily operations and decision-making.
- Managed school correspondence, filing, and official documentation.
- Assisted with fee collection, receipts, and financial record-keeping.
- Coordinated meetings, schedules, and communication with staff and parents.
- Supported admission processes and maintained student records.
- Ensured smooth functioning of office operations by handling day-to-day administrative tasks.

VENUE MARKETING

ABT Ind Ltd (TATA Motors) – Ukkdam, Coimbatore – 2011 – 2012

- Admin cum front desk management
- Collect and prepare sale database and submit to management regularly.
- Maintaining stock detail based on In and Out.
- Sales executive deployment

VENUE MARKETING

Bajaj Capital – RS Puram, Coimbatore – 2009 – 2010

- Conducted venue sales
- Selling insurance policy by conducting meeting with clients
- Completed various marketing-related tasks, including communication, outreach, and promotional support.
- Successfully completed insurance policy tasks, ensuring correct documentation and timely submissions
- Received an award for task completion in insurance/marketing activities, recognizing exceptional performance

Education

- **Master of Business Administration** in Financial Management under Bharathiar University Distance Education Marutha malai Rd, Coimbatore from 2009 – 2011 with 65%
- **Bachelor of Computer Application** under Sankara Arts & Science college Saravanampatty Coimbatore from 2006 – 2009 with 75%
- **HSC** in SVVM Hrs. School Gandhi park, Coimbatore @2006 with 79%
- **SSLC** in SVVM Hrs. School Gandhi park, Coimbatore @2004 with 65%

Skills

- Leadership management
- Problem solving let to positive outcomes
- Budget Management
- Data Management & Analysis
- Communication & Collaboration

Language Proficiency

- **English** – Highly skilled to Read, write and to Speak
- **Tamil** - Highly skilled to Read, write and to Speak
- **Telugu** – Speak (native)

I am eager to bring my skills, experience and dedication to company and am confident that. I would make valuable to your team.

Thank you for considering my application.

Date Place