RAJA GANAPATHI LAXMIKANTHAN

Madurai / Coimbatore, Tamil Nadu, India
📞+91 96008 88029 | ✉️lprajaeducator@gmail.com

PROFESSIONAL PROFILE

Senior educational leader with **8+ years of international experience** across school education, higher education, and institutional administration. Proven expertise as **Principal, Vice Principal, Educator, Academic Coordinator, and HR Manager**, with strong capabilities in school operations, curriculum leadership, faculty development, compliance, and stakeholder management. Experienced in **CBSE, TNBSE, IGCSE, GCSE, BTEC, and higher education systems**. Known for results-oriented leadership, inclusive practices, and academic excellence.

CORE LEADERSHIP & ADMINISTRATIVE SKILLS

- School & Institutional Leadership
- Academic Planning & Curriculum Design
- Examination Cell & Assessment Management
- Faculty Recruitment, Training & Performance Management
- Policy Implementation & SOP Development
- Parent, Board & Stakeholder Engagement
- Quality Assurance & Compliance
- Student Achievement & Well-being Initiatives
- HR Operations & Payroll Management
- Soft Skills & Professional Development Training

PROFESSIONAL EXPERIENCE

Principal

Success Matriculation Higher Secondary School, Tenkasi (TNBSE)
2021 – 2023

- Led end-to-end academic and administrative operations of the school.
- Implemented SOPs aligned with government and board guidelines.
- Designed academic and co-curricular annual plans.
- Established benchmarks for teacher and student performance.
- Conducted regular staff and administrative meetings.
- Maintained academic and non-academic records for management.
- Achieved **100% results in board examinations**.

Vice Principal

Benevolence International Public School, Coimbatore (CBSE)
November 2023 – January 2025

- Supported school leadership in academic planning and daily operations.
- Supervised teaching quality and classroom effectiveness.
- Coordinated examinations, assessments, and reporting systems.
- Addressed parent and board-level concerns promptly and professionally.
- Strengthened faculty performance through mentoring and review systems.

Educator & Academic Coordinator

Noonu Maafaru School, Ministry of Education, Republic of Maldives (IGCSE / GCSE)
2017 – 2020

- Taught **Business Studies & Commerce** for IGCSE, GCSE, and Key Stages 3 & 4.
- Handled **BTEC** and **TVET** programmes for O-Level students.
- Designed lesson plans, schemes of work, and assessment strategies.
- Conducted formative and summative evaluations.
- Organized educational field visits and academic enrichment programs.
- Certified by **Cambridge International Examinations (CIE)** – Professional Development Course.

Assistant Lecturer

DMI – St. Eugene University, Zambia
December 2013 – January 2016

- Delivered lectures for **BBA, B.Com, BSW, B.Sc (CS), and B.Ed** programs.
- Developed course plans and instructional materials for management subjects.
- Conducted examinations and evaluated academic performance.
- Organized **MANAQUEST 2015** – Management Paper Presentation (Eastern Province).
- Guided student projects and coordinated campus recruitment activities.

HR Manager

SMJ Business Firm, Madurai, India
September 2012 – October 2013

- Managed recruitment, onboarding, and employee training programs.
- Conducted 360° performance evaluations.
- Handled payroll processing and HR reporting.

• Monitored sales performance and presented reports to board members.

ADDITIONAL PROFESSIONAL EXPERIENCE

• Freelance **Soft Skills & Personality Development Trainer** for schools, colleges, and professionals.
• Academic support for **Diploma (Business Management – C3 & C4)** programs, Maldives.

EDUCATIONAL QUALIFICATIONS

• **MBA – Human Resource Management**, Madurai Kamaraj University
• **Bachelor of Education (B.Ed)**, Tamil Nadu Teachers Education University
• **Bachelor of Engineering (EEE)**, Anna University, Chennai
• **HSC**, A.P.T Dourairaj Higher Secondary School, Madurai
• **SSLC**, A.P.T Dourairaj Higher Secondary School, Madurai

CERTIFICATIONS & AFFILIATIONS

• Cambridge International Examinations (CIE): Professional Development – IGCSE Business Studies
• Member, Executive Committee – Tamil Nadu Teachers' Association (Maldives)
• Recognized Educator – Eastern Province, Zambia (MIC Sisters Foundation)

KEY ACCOMPLISHMENTS

• Implemented advanced academic programs, improving student learning outcomes.
• Designed faculty development initiatives enhancing teaching effectiveness.
• Strengthened parent engagement leading to improved school participation.
• Organized national-level academic seminar in Engineering (Nano Technology).

AREAS OF INTEREST

• Educational Leadership & School Improvement
• Human Resource Management
• Training & Development
• Performance Appraisal Systems

PERSONAL DETAILS

Date of Birth: 29 May 1988
Marital Status: Married
Languages: Tamil, English

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Raja Ganapathi Laxmikanthan