ABHILAYA S

TEACHER | ACADEMIC COORDINATOR | EDUCATION PROFESSIONAL

Chennai, Tamil Nadu, India | 8270530810 | 9566630967 | abhishanmugam99a@gmail.com

PROFESSIONAL SUMMARY

Dedicated and versatile education professional with an **M.A. in English Literature and B.Ed.**, offering experience in teaching, student engagement, academic support, research, recruitment coordination, and administrative activities. Skilled in **lesson planning, classroom management, student mentoring, academic coordination, documentation, communication, and team collaboration**. Experienced in creating engaging learning environments, monitoring student progress, coordinating activities, and supporting institutional objectives. Strong interpersonal and organizational skills with the ability to manage multiple responsibilities effectively. Seeking a Teacher / Academic Coordinator role to contribute to academic excellence, student development, and smooth coordination of educational activities.

CORE COMPETENCIES

Academic Coordination • Teaching & Classroom Management • Lesson Planning & Curriculum Support • Student Mentoring & Academic Support • Student Engagement & Behaviour Management • Academic Documentation & Record Management • Teacher & Team Coordination • Parent & Stakeholder Communication

Activity & Event Coordination • Assessment & Student Progress Monitoring • Research & Data Analysis • Communication & Presentation • Leadership & Team Collaboration • Problem Solving • Time Management & Multitasking • Microsoft Office & Documentation

PROFESSIONAL EXPERIENCE

PRIMARY SCHOOL TEACHER – ENGLISH, SOCIAL STUDIES & LIM

SSVM Institutions, Coimbatore, Tamil Nadu | Experience: 2 Years | Grades 3–5

- Planned and delivered engaging lessons in **English and Social Studies** based on learning objectives, curriculum requirements, and student learning levels.
- Implemented **activity-based and learner-centred teaching strategies** to improve student participation and understanding.
- Managed day-to-day classroom activities while maintaining a positive, disciplined, inclusive, and student-friendly learning environment.
- Monitored and evaluated student performance through assignments, classroom activities, assessments, and regular observations.
- Identified learning gaps and provided **individualized academic support and remedial guidance** to students.
- Prepared teaching materials, worksheets, classroom activities, and learning resources to support effective instruction.
- Encouraged students to develop **communication skills, confidence, creativity, critical thinking, and collaborative learning skills**.
- Maintained student records, academic documentation, assessment information, and classroom-related reports.
- Coordinated with fellow teachers and staff members to support academic activities and ensure smooth implementation of school programmes.
- Supported students in academic, co-curricular, and classroom activities, contributing to their overall development.
- Communicated effectively with parents and stakeholders regarding student progress, academic requirements, and classroom activities.
- Participated in school activities and contributed to the successful coordination of educational programmes and student engagement initiatives.

HR & RESEARCH ANALYST

Loomy Labs Pvt. Ltd. | India

- Conducted research and analysed data to support organizational initiatives and informed decision-making.
- Coordinated recruitment activities including **candidate screening, documentation, scheduling, and communication with hiring teams**.
- Maintained accurate records and documentation while managing multiple tasks within established timelines.
- Prepared research reports, presentations, summaries, and analytical documents for internal stakeholders.
- Coordinated with cross-functional teams to ensure smooth execution of assigned activities and timely completion of deliverables.
- Identified workflow challenges and contributed ideas for improving **process efficiency and coordination**.
- Communicated professionally with candidates, colleagues, and stakeholders through written and verbal channels.
- Applied strong organizational, analytical, and problem-solving skills while handling multiple responsibilities simultaneously.

- Supported team objectives through effective coordination, follow-up, documentation, and reporting.

EDUCATION

B.Ed. | Tamil Nadu Teachers Education University | 2023–2025

M.A. English Literature | PSGR Krishnammal College for Women | 2021–2023 | **78%**

B.A. English Literature | PSGR Krishnammal College for Women | 2018–2021 | **77%**

CERTIFICATIONS

- Business English Certificate – Vantage | Cambridge University
- Soft Skills & Personality Development | NPTEL
- Body Language | NPTEL
- Psychology | WBCC
- Creative Writing & Theatre Arts | Bharathiyar University
- Business Communication Skills | Internshala
- DELF – Basic French

COMMUNITY & LEADERSHIP ACTIVITIES

Volunteer Teacher | Kangeyampalayam Government Primary School – Supported classroom teaching, student learning, and active participation.

School Census Enumerator | Youth Red Cross – Participated in community initiatives involving data collection, coordination, communication, and documentation.

Psychology Campaigner | WBCC Programs – Participated in awareness campaigns and community outreach activities.

KEY PROFESSIONAL STRENGTHS

Strong communication and interpersonal skills • Effective classroom and student management • Excellent coordination and follow-up • Organized and detail-oriented • Collaborative team player • Student-centred teaching approach • Presentation and public-speaking skills • Adaptable and quick to learn • Multitasking • Creative teaching approach • Analytical and problem-solving abilities

CAREER OBJECTIVE

To contribute to a progressive educational institution as a **Teacher / Academic Coordinator**, utilizing my teaching expertise, academic background, organizational abilities, communication skills, and coordination experience to support **student achievement, effective classroom practices, teacher collaboration, and smooth academic operations**. I aspire to create a positive learning environment while contributing actively to the institution's academic and developmental goals.