

**RESUME**

**GAYATHRI KRISHNAN**

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* **4 years** of rich experience in administration duties



* Higher Secondary School administration duties.
* Supervision of Nursery, preschool staff coordinator.
* Marine Biologist & classical dancer
* Reception, schedule meetings, Conduct events .



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| **Progressive English School**  **Bluebells Nursery** | **Administrative officer**  **Nursery Supervisor-**  **Administrative officer** | **From September 2020**  **Dec 2017-May 2020** |
| **Aaal Group of companies** | **Front desk officer-**  **Administrative assistant** | **Sep 2016-Sep 2017** |

* Establishment of laboratories and smart classrooms to ensure the proper guidance.
* Setting up exams, assessments and experiments in accordance with curriculum.
* Coordinate with teachers to encourage students to participate in science fairs, competitions and expos, and preparing them for these events.
* Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
* Schedule and confirm appointments and meetings of employer
* Answer telephone and electronic enquiries and relay telephone calls and messages
* Set up and maintain manual and computerized information filing systems
* Determine and establish office procedures
* Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
* Record and prepare minutes of meetings
* Develop a daily curriculum for the children that includes the preparation of engaging creative activities, games, outdoor activities and teaching programs that are age and culturally appropriate.
* Maintain complete and accurate records of children’s files, sign-in-out sheets, incident/accident reports, and staff records.
* Responsibility of opening, closing and security the facility. Implementation of positive disciplines and behavior modification as needed.
* To report regularly to the Nursery Manager and keep the updated (informing other member of the team if the Manager is not available).
* Keep the records of children’s development and update the learning journals.Develop monthly curriculum and daily lesson plans. Plan and participate in community and school events (open house, graduation, field trip).
* Supervision of meetings for all the members of the organization in conjunction with the Nursery management approach.
* Checking rooms and outdoors for cleanliness and safety. Integrate special needs children in a positive and respectful manner.
* Create a positive preschool and work environment that includes providing safety, enrichment and the building of children’s esteem.
* Perform receptionist duties: greet visitors and parents, answer their questions and direct them to appropriate offices and meeting rooms; answer the telephone, ascertain the nature of the caller’s business; provide information or direct inquiries, as required.
* Perform various computer, word processing, typing responsibilities and written communication skills, such as: forms, school programs, correspondence, student handbooks, school communication, newsletters, schedules and a variety of reports.
* Perform clerical duties such as mail distribution, collating, filing, recording, sorting, duplicating, laminating and related duties.
* Operate computer-based programs for accounting, student and personnel information.
* Enter/maintain data and generate reports in the student information system, accounting and administrative system, as required by the Principal.
* Perform the financial functions required to maintain school financial records. This can include petty cash distribution, record keeping, and global budget information under the general supervision of the Principal.
* Complete purchase orders for office and school supplies for authorization, check orders received and distribute to appropriate staff, and maintain an inventory of office supplies.
* Deal tactfully with staff, students, parents and the public.
* Follow up on student attendance and absentees by phone.
* Make appropriate provisions to arrange and track Substitute Teacher, casual Educational Assistant’s, buses, and drivers for extra trips as required by the Principal.
* Schedule parent-teacher interviews and assist with school functions, as required.
* Provide minor first aid as required.
* Where applicable complete online submission and maintenance of records ;registration of classes for teachers and students; mark submission at semester end; printing transcripts for proofing and making necessary corrections
* Assign lockers to students, as directed by the Principal.
* Supervise classrooms for a short period of time, if a teacher is called from the class.
* Conduct oneself in a manner appropriate to an educational institution that provides services to children.
* Handling office tasks such as filing, generating presentations and setting up for meetings.
* Screening phone calls and routing callers to the appropriate party.
* Great and assist visitors and co-ordinate with them to do the discussion with higher authorities

***Educational experience***

* Making checklist of zooplanktons – analyzed marine water samples and conducted various experiments on the aquatic life.
* Maintained the lab experiments associated with phytoplankton cultures and zooplankton colonies.
* Assisted international delegates for important conferences and presentations in association with the growth analysis of marine life.
* Looked after the important lab work and associated the seniors in supervision of the plankton analysis.
* Fish larval identification
* Preserving specimens and samples of unknown species and diseases , mapping the movements of marine population
* Hands on training on microscopy and spectroscopy
* Practical sessions in calculating BOD
* Biotechnology
* Identification of microbes and pathogens
* On- Board vessel experience
* Interviewing local divers, fishermen and stakeholders about animal behavior and marine practices.
* Identification of mangroves
* Field study of coral reefs and their identification morphologically.
* Laboratory studies of fishes

***Extra curriculum***

* Professionally trained classical dancer
* Specialized in Bhratnatyam, kuchuppudi and Mohiniyattom
* Participated in Global Malayalee council dance competitions.
* University fest winner in bhartnatyam and kuchuppudi.
* Awarded many prizes at school, college and university level.
* Participation in inter district, district and state level classical dance competitions.
* Trained number of students for competitions.
* Worked as dance teacher in Star music Consultants, Sharjah, UAE for 2 years.



* Post Graduation in Marine biology from Kerala University of Fisheries and ocean science with Fourth rank. (July 2014-August 2016)
* Graduation in Zoology From Mahatma Gandhi university with overall B grade ( July 2011 – March 2014)
* Higher secondary science stream from Central board of secondary education, with First class (May 2010- March 2011)
* Secondary School from Central Board of Secondary Education, with first class (March 2009)

***IT Skills:*** Windows Administration, MS Office, and Excel

***Personal details***

Date of Birth : 29-05-1993

Gender : Female

Nationality : Indian

Marital status : Married

Passport no : R3520868

Expiry : 21-08-2027

Languages Known : English, Hindi, Malayalam, Tamil

Place : Sharjah - UAE