

SHABA MANZIL, THAIPARAMBIL, PH WARD, ALAPPUZHA, KERALA, INDIA -688007

I am an experienced department head of IELTS at an institution, with several years of experience in teaching, coordinating, and managing IELTS courses. I have a solid understanding of the IELTS curriculum and have designed and delivered courses to help students achieve their desired scores. I am also knowledgeable in the use of online and face-to-face teaching methods. I have a proven track record of success in helping students achieve higher scores and have been highly successful in building strong relationships with students and colleagues. I am an adept problem solver and have the ability to think strategically and creatively when facing challenges. I am highly organized, motivated, and have an excellent work ethic. I enjoy working with a team and am committed to helping students achieve their goals.

SKILLS

Excellent communication	Patience and a positive attitude	Knowledge of IELTS	Flexibility
Adaptability	Teaching experience	Interpersonal Skills	
Pedagogical Skills	Time management	Knowledge of test-taking strategies	

WORK HISTORY

August 2021 to Current

HOD - IELTS

Ajinorah Global Ventures – Bangalore

- Overseeing the development and implementation of the IELTS program, including curriculum design and assessment.
- Ensuring the quality of the program and its compliance with IELTS standards and regulations.
- Establishing an effective system for student monitoring and evaluation.
- Collaborating with faculty members and other departments to ensure the success of the program.
- Developing and managing the program budget.
- Overseeing student recruitment, admissions, and retention.
- Organizing and managing special events related to the IELTS program.
- Representing the institution at IELTS-related events and activities.
- Supervising staff members and providing guidance and training to program participants.

June 2019 to July 2021

Receptionist – Medical Records Department

Laxmi Hospital – Kerala

- Provided assistance to patients and visitors.
- Collecting and filing important documents, including medical records and test results.
- Processing records relating to admissions, discharge and transfers.
- Maintaining confidentiality of all patients' medical records.
- Ensuring that all patient documents and files comply with relevant policies and legislative requirements.
- Digitising paper records on to computer system.
- Managed the smooth operation of home care visits through time management.
- Recording treatments and illness using clinical coding.
- Collecting statistics on discharge, waiting lists and admission numbers.
- Protecting medical records from defacement or loss before the end of retention periods.

ADDITIONAL INFORMATIONS

INDIA DRIVING LICENSE

EDUCATION

BACHLOR OF ARTS

Result yet to be published

Indira Gandhi National Open University (Distance Education)

INTERESTS & HOBBIES

Travelling, Walking, Gardening, Cooking, Camping, Photography, Listening To Music

DECLARATION

I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

LAKSHMI PRIYA PV

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