



SHEEBA SRINIVASAN

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PROFILE SUMMARY

Dynamic educator with a proven track record at Vellammal Matric Hr Sec School, excelling in motivating students and enhancing their speech clarity. Skilled in effective communication and project-based learning, I foster positive relationships with students and parents, ensuring a supportive learning environment that promotes academic and personal growth.

SKILLS

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|---------------------------|-----------------------------|
| • Team Collaboration | Project-based learning |
| • Problem solving | Reporting and documentation |
| • Typing Proficiency | Approachable Demeanor |
| • Effective communication | Completed online course |
| • Motivating students | Database management |
| • Educational activities | |

EXPERIENCE

June 2021 – May 2022

Teacher and Office Administrative ,Vellammal Matric Hr Sec School, Chennai

- Delivered creative and interactive activities towards students.
- Consistently communicated with parents to report their children's behavior, development process, and health condition.
- Improving students' speech clarity and confidence.
- Organized parent conferences throughout the year to discuss student progress.
- Managed student behavior in classroom by establishing and enforcing rules and procedures.

- Built and strengthened positive relationships with students, parents, and teaching staff.
- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Implemented behavior management strategies to maintain classroom discipline.

EDUCATION

B.Com (Information System Management), April - 2025

Valliammal College For Women, University of Madras – Chennai

LANGUAGES

English, Tamil & Telugu

PERSONAL INFORMATION

- DOB: 08-01-2003
- Address: Flat: B- 2, B- Block, Green Mothers villa apartment, Mani Street, Srinivasa Nagar, New perungalathur, Chennai - 600063
- Marital status: Married
- Work experience: One year

DECLARATION

I hereby declared that the information provided above is true and accurate to the best of my knowledge.

Yours Sincerely

(Sheeba Srinivasan)