



## PROFILE

To use my skills and experience in any type of jobs. Professional proven experience in planning and coordinating and focused on supporting cross functional teams to increase parents' satisfaction through process improvements with exceptional knowledge of developing strategic plans for service excellence.

## PRESENT ADDRESS

Haji Building  
Near City Center Hyper Market,  
Abu Shagara,  
Sharjah, UAE.

**Phone: +971- 0509318901**

Email: [priyanijeesh@gmail.com](mailto:priyanijeesh@gmail.com)

## PERMANENT ADDRESS

Kallidantazhikathuveedu,  
Thattarkonam P. O,  
Peroor, Kollam, Kerala.

## PASSPORT DETAILS

Passport No: U 3367987  
Date of Issue: 07-07-2021  
Expiry Date: 06-07-2031  
Place of Issue: Trivandrum  
Visa Status: Visiting Visa

# PRIYANKA CHANDRAN

TEACHER CUM ACCOUNT ASSISTANT,

**B SC B ED, 12 YEARS EXPERIENCE**

## WORK EXPERIENCE

**M.E.S. English Medium High School Kannanalloor, Kollam, Kerala, India. 2013 -2021**

Teacher cum Account Assistant

Performed teaching, general office duties, assist in the financial aid process and administrative tasks

**Siddhartha Central School, Puthoor, Kollam, Kerala, India. CBSE Syllabus - Teacher 2008 – 2012**

Subjects handled: General Science, Environmental Science.

## EDUCATION

**Sree Narayanan College for Women's Kollam, Kerala, India.**

June 2001 – April 2004

Bachelor in Science (Zoology) Kerala University

**Fathima Memorial Training College, Kollam, Kerala, India**

June 2006 – April 2007

Bachelor in Education (Natural Science) Kerala University

**Infocom Computer Centre, Kollam Kerala, India.**

May 2001- May 2002

Diploma in Computer Application

## SKILLS

- Used office equipment and have a willingness to learn new programs/functions as they become available.
- Strong administration and organizational skills with the ability to multitask in a busy and demanding environment.
- Good team building qualities and excellent interpersonal skills.
- Proficient in Microsoft Office, and various other computer programs.
- Use of Technology in teaching such as online class, recorded video class, use of paperless work etc.
- Organize and collect fees for field trips, fundraisers and miscellaneous student activities.

## REFERENCE

Mr. Suresh Kumar  
Administrative Officer,  
Siddhartha Central School,  
Puthoor.  
Phone+919747446087

Mr.K Shajahan  
Secretary  
MES English Medium High  
School, Kannanalloor,  
Kollam, Kerala.  
Phone: +919995312356

## PERSONAL DETAILS

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|                   |                    |
|-------------------|--------------------|
| Father's Name:    | J. S. Chandrasenan |
| Gender:           | Female             |
| Marital Status:   | Married            |
| Husband's Name:   | Nijeesh Raj B. S   |
| Language Known:   | English, Malayalm  |
| Religion & Caste: | Hindu, Ezhava      |
| Nationality:      | Indian             |
| Date of Birth:    | 09th April 1984    |

## DECLARATION

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

**Sharjah**

**18/01/2022**

**PRIYANKA CHANDRAN**