

CURRICULAM VITAE



DHANYA RAVEENDRANATHAN

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CAREER OBJECTIVE:

- Aim is to work innovatively for the enhancement and betterment of education.
- A passion for Math and a creative approach to teaching Math to maintain an interest in the subject within the students.
- High quality lesson planning and outstanding delivery of lessons across the curriculum to all pupils.
- Aspire to work for an institution which offers career growth and chances to learn and improve my knowledge I seek a position, where I can exhibit both my ability and caliber.
- Intend to build a career which will help me to explore myself fully & realize my potential.
- To take up a challenging career which offers continuous opportunity to move up on the ladder & be the part of a team in achieving the required objective and to contribute constructively for the progress of the organization.
- To apply strong organizational skills, critical thinking and creative problem solving skills in an achievement-oriented school/firm.
- To obtain a suitable position in an organization where I can outperform my skills to prove my academic qualifications to fulfill the employer requirements and achieve my life ambitions.

Skills and Proficiencies

- **Have 22 years of experience** as the teacher in **India, KSA, Dubai and Qatar.**
- Have experienced as **HEAD OF YEAR** in Al Arqam academy for 5 years. Responsibilities of managing staff as well as students, role of exam leader, fostering a positive learning environment, team management, decision making, evaluate assemblies, school trips, communication with parents, pastoral care of students within designated year group, addressing any behavioral or personal issues that may arise among students or discipline issues with

teachers and parents to find solutions, monitoring and supporting students academic progress, implementing and enforcing school discipline policies etc.

- The ability to develop good personal relationships within a team.
- Proven leadership and management skills.
- Planning and presenting lessons to facilitate students' understanding and application of mathematical concepts.
- Possess a creative and enthusiastic approach both in and out of the class room.
- Present excellent IT and interpersonal communication skills in order to work collaboratively with staff, students and parents.
- Preparing and distributing learning materials such as worksheets, assignments, quizzes etc.
- Have expertise using computers and well versed with usage of office tools like MS Word and Excel. Also have mastered internet and e mail efficiently.
- Conducted **Team Building Activity** for staff members, **Mathematics Exhibition** and **School Assemblies** related with Mathematics.
- Completed the course of **E – Learning** Programme from the **Supreme Education Council**, Qatar.

EDUCATIONAL QUALIFICATIONS

B.Ed (Bachelor of Education in **MATHEMATICS**): Kerala University (2002-2003), INDIA

M.Sc (Masters in **MATHEMATICS**): Kerala University (2000-2002), INDIA

B.Sc (Bachelors in **MATHEMATICS**): Kerala University (1997-2000), INDIA

Computer Proficiency: Expert in **MS Office, M.S. Word, Dos and Excel** with excellent Key board speed
C-Programming with Practical Training
Diploma in Computer Application
Experience in **E-learning course** management system.

PROFESSIONAL POSITIONS

2019 – till date	Mathematics for IGCSE Curriculum	Al Arqam Academy, Doha
2015- 2019	Mathematics for IGCSE Curriculum	International School, Doha
2014-2015	Mathematics for IB (MYP) Curriculum	SEK International School, Doha
2009-2014	Mathematics for grades XI, XII Advanced and Foundation Classes and IGCSE and SEC curriculum	AL Bayan Independent School, Doha

2007-2009	Mathematics for C.B.S.E curriculum Indian School, Doha	
2006-2007	Mathematics for foundation program	Middlex University in Dubai
2004-2006	Mathematics for IGCSE Curriculum International School, Dammam, KSA	
2002-2004	Faculty in Mathematics	Engineering University & Institute of Advanced Studies, Kerala, India

EXPERIENCE:

*Mathematics Teacher in **IGCSE** British Curriculum*

- Working as a teacher and Head of Year in an IGCSE School and maintained well-disciplined students.
- Handled Mathematics classes for Grade 8, 9,10 and 11.
- Enrichment classes, support classes and supplementary classes for Grade 9, 10 and 11.
- Preparation of Curriculum development, Scheme of Work files including Academic plan, weekly plan, lesson plan, worksheets etc.
- Preparation of Question Bank files for Grade 10 and Grade 11 include Quiz, Homework, Activity and Project and student learning outcome assessment process.

*Mathematics Teacher in **SEK** International School, Doha*

- Handled Mathematics classes for **IB MYP**.
- Enrichment classes and support classes for the same grades.
- Preparation of Unit Plan including Yearly plan, weekly plan, lesson plan, worksheets etc.
- Preparation of Question Bank files include Quiz, Homework, Activity, Project and Final Exams.
- Conducted **Team Building Activity** for staff members, **Mathematics Exhibition** and **Assemblies** related with Mathematics.

*Mathematics Teacher in **Al Bayan Independent School, Doha***

- Handled Mathematics classes for Grade 11 and 12, Advanced and Foundation classes.
- Enrichment classes, support classes and supplementary classes for Grade 11 and 12.
- Preparation of Scheme of Work files including Yearly plan, weekly plan, lesson plan, worksheets etc.
- Preparation of Question Bank files for Grade 12 Foundation and Grade 11 Advanced include Quiz, Homework, Activity and Cluster Exams.
- Classes conduct in **E- Learning**.

*Mathematics Teacher in **Al Ieman Independent School, Doha***

- Handled Mathematics classes for Grade 11 Advanced and **IGCSE** Curriculum.
- Enrichment classes, support classes and supplementary classes for Grade 11 Advanced.
- Conducted coaching classes for **SAT** (Scholastic Aptitude Test).
- Preparation of Scheme of work files includes yearly plan, weekly plan, lesson plans, worksheets etc.
- Preparation of Question bank files for Grade 11 Advanced include Quiz, Homework, Activity and Cluster Exams.

*Mathematics Teacher in **MES Indian School, Doha***

- Handled Mathematics classes for Grade 7, 8 and 9.
- Preparation of Question Bank Files for Grade 7, 8 and 9 including Unit Test, Homework, Activity and Final Exams.
- In charge of **Adventure Club** in the school and conducted related activities for the students.

*Mathematics Lecturer in **Middlex University** in Dubai, UAE*

- Handled Mathematics classes for the foundation program.

Mathematics Teacher in an International School, Dammam, KSA

- Handled Mathematics classes for Grades 7, 8 and 9 following IGCSE Curriculum.
- Preparation of Question Bank files for the above grades including Unit test, Homework, Activity and Final Exams.

*Lecturer in Mathematics in an **Engineering University**, Kerala, India*

- Handled the subject Mathematics for Engineering students.
- Preparation of extra Question worksheets and Exams.

Faculty in Mathematics in an Institute of Advanced Studies, Kerala, India

- Handled the subject Mathematics Entrance oriented coaching for MCA,MBA,NET(National Eligibility Test), SET (State Eligibility Test), LET (Lateral Entry Test), BPO (Bank Probationary Officer), SBPO, Clerical Test, PSC Test, Engineering and Medical Entrance Examinations.
- Handled Mathematics classes for B Tech/ BE, Diploma in Engineering, AMIE, AMIETE.

CONTINUING EDUCATION:

- Enrolled **PHd Programme** in Mathematics.
- Completed the Advanced (Proficient) Curriculum Standards from the **Supreme Education Council**, Qatar. (80 Hours)
- Completed the Basic Curriculum Standards from the **Supreme Education Council**, Qatar.
- Completed the course of **E – Learning Programme** from the **Supreme Education Council**, Qatar. (150 Hours)
- I am continually attending Professional Development Courses and Computer Courses to enhance my expertise in teaching students.

PERSONAL INFORMATION

Name : Dhanya Manoj
Date of Birth : 20th Jan 1980
Nationality : Indian
Contact Tel. : Mob 55789495 / 66874962
Visa Status : Husband's Sponsorship
Language Known : English, Hindi, Malayalam
Passport No. : S 6901236
Marital Status : Married

REFERENCES

- 1 **AL ARQAM ACADEMY**
Doha, Qatar
Ref: Ms Azadeh(Vice Principal)
Phone No: 66046949
- 2 **INTERNATIONAL SCHOOL,**
Doha, Qatar
Ref: Ms Shiny
Phone No: 00974 66337846
- 3 **SEK INTERNATIONAL SCHOOL**
Doha, Qatar

Ref: Ms Veronica(coordinator)

Phone No: 00974 40127633
- 4 **Al Bayan Secondary Independent**
School for Girls, Doha, Qatar

Ref:Ms Wadha (Principal)

Phone No. 00974 4598522
- 5 **MES Indian School**
Doha, Qatar
Ref: Mrs. Hameeda(Principal)
Phone No: 00974 44572815