



Anjali PS

Contact

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About Me

Dedicated Early Years Educator and HR Professional with 3+ years of Kindergarten teaching experience and over 5 years of experience in Human Resource Management. Skilled in classroom management, lesson planning, child development, parent communication, administration, and staff coordination. Committed to creating a positive, engaging, and nurturing learning environment for young children.

Professional Skills

- Classroom Management
- Lesson Planning & Curriculum Delivery
- Early Years Education
- Child Development & Learning
- Activity-Based Learning
- Student Engagement
- Assessment & Progress Tracking
- Parent Communication
- Classroom Documentation
- Teamwork & Collaboration
- Communication Skills
- Administration & Coordination
- HR & Employee Relations
- Time Management
- Problem-Solving

Education

- Bachelor of Business Management**
Providence Women's College, University of Calicut 2014-2017
- MA Psychology**
Indira Gandhi Open University 2023-Pursuing

Experience

Early Years Educator | 3+ Years of Kindergarten Teaching Experience | Assistant Teacher to Class Teacher | 5 Years of HR Experience.

The Indian Academy Dubai, Dubai, UAE

KG Assistant Teacher-KG Class Teacher [March 2023 – Present]

- Progressed from Assistant Teacher to Class Teacher, taking responsibility for classroom leadership and student learning.
- Plan and deliver engaging, curriculum-aligned Early Years lessons.
- Prepare lesson plans, learning objectives, resources, and differentiated activities.
- Maintain a safe, inclusive, and stimulating classroom environment.
- Use play-based and child-centred learning to enhance engagement.
- Assess and track student progress and learning outcomes.
- Maintain accurate assessment records, portfolios, and learning evidence.
- Develop students' phonics, literacy, numeracy, and communication skills.
- Promote independence, confidence, teamwork, and positive behaviour.
- Maintain effective parent communication and provide progress updates.
- Participate in DSIB and mock inspections, ensuring classroom and documentation readiness.
- Improved lesson delivery from Good to Very Good based on observation feedback.
- Implement next steps and targeted support based on assessment outcomes.
- Maintain high standards of safeguarding, health, safety, and student wellbeing.
- Collaborate with colleagues and leadership and contribute to school events and improvement initiatives.

Hirex Corporate Service Provider LLC, Dubai, U.A.E

HR & Administration Coordinator [March 2022 – March 2023]

- Assist in end-to-end recruitment processes, including job postings, scheduling interviews, and preparing offer letters.
- Manage and update employee records, ensuring accuracy in HRIS systems and compliance with regulations.
- Coordinate onboarding and offboarding processes, including orientation and exit interviews.
- Handle employee inquiries related to policies, benefits, and payroll, providing timely support.
- Assist in payroll preparation and benefits administration, ensuring accurate documentation.
- Ensure compliance with HR policies, labor laws, and workplace regulations.
- Organize and manage employee training, development programs, and engagement activities.
- Monitor attendance, leave requests, and employee time tracking.
- Prepare HR reports and metrics for management review.
- Support conflict resolution and employee relations initiatives.
- Assist in updating and implementing HR policies and procedures.
- Coordinate performance review cycles and assist managers in appraisal processes.
- Plan and execute employee events and team-building activities.



Personal Skills

- Patience & Empathy
- Emotional Resilience
- Curiosity & Continuous Learning
- Creative Problem-Solving
- Mentorship & Coaching
- Relationship Building
- Cross-Functional Collaboration
- Negotiation Skills
- Decision-Making
- Change Management



Technical Skills

- Microsoft Office: Word, Excel & PowerPoint
- Google Workspace: Docs, Sheets & Slides
- Microsoft Teams – Communication & Collaboration
- Canva – Educational Resources & Presentations
- AI Tools: ChatGPT, Microsoft Copilot & Gemini
- AI-Assisted Lesson Planning & Content Creation
- Digital Lesson Planning & Presentations
- Student Assessment & Progress Tracking
- Digital Portfolios & Documentation
- Learning Management Systems (LMS)
- Smartboard / Interactive Whiteboard
- Email & Digital Communication
- Data Entry & Record Management



Languages Known

- English,
- Hindi
- Malayalam
- Tamil



Additional Details

- Nationality: Indian
- Passport no: -U755665
- DOB: 14-02-1997

Wurfel Kuche, Calicut, India

HR Coordinator

[July 2018 – March 2021]

- Support recruitment processes, including sourcing candidates, scheduling interviews, and onboarding new hires.
- Maintain and update employee records, ensuring accuracy and compliance with HR policies.
- Assist in payroll processing, benefits administration, and leave tracking.
- Handle employee queries related to policies, benefits, and procedures.
- Ensure compliance with labor laws and company policies in all HR activities.
- Coordinate employee training and development programs.
- Support performance review processes and maintain appraisal documentation.
- Assist in organizing employee engagement activities and events.
- Prepare HR reports and maintain HR-related data for audits and management.
- Assist in implementing and updating HR policies and procedures.
- Address basic employee relations issues and escalate concerns as needed.
- Ensure proper documentation for onboarding, offboarding, and other HR processes.

VKC Polymers Pvt.Ltd, Calicut, India

HR Executive

[April 2017 – May 2018]

- Lead end-to-end recruitment, from job posting to offer letter preparation.
- Onboard new employees, ensuring a smooth transition and proper documentation.
- Maintain accurate employee records, ensuring data confidentiality and compliance with HR laws.
- Administer payroll, benefits, leave tracking, and employee reimbursements.
- Ensure compliance with labor laws, workplace regulations, and company policies.
- Resolve employee relations issues and provide conflict resolution support.
- Coordinate training programs, professional development, and career growth initiatives.
- Manage performance reviews, appraisals, and feedback processes.
- Assist in implementing and updating HR policies, procedures, and best practices.
- Prepare HR reports, analyze trends, and provide insights for management decision-making.
- Organize employee events, wellness programs, and engagement initiatives.
- Support workforce planning and talent development strategies.
- Provide guidance on employee welfare, including leave management, health benefits, and compensation.
- Assist with HR audits, compliance checks, and internal investigations.



Declaration

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Anjali PS