

Azkari N.

School Administrator | Academic Coordinator | Mathematics and STEM Educator

A versatile education professional with over seven years of experience across CBSE, Cambridge IGCSE, and State Board frameworks, I bring a practical blend of administrative leadership and secondary STEM instruction. My background covers managing daily school operations, organizing master schedules, coordinating terminal examinations, and overseeing student records. By integrating Power BI reporting and modern Learning Management Systems, I streamline institutional workflows while tracking academic performance metrics. My teaching background in secondary mathematics enables me to design structured lesson plans and interactive digital content that improve student comprehension. Supported by a Master of Science in Mathematics, a Bachelor of Education, and advanced certifications in data analytics and STEM training, I maintain strict adherence to educational board standards. Currently based in Dubai on a visit visa and ready for immediate deployment across the GCC, I am committed to advancing operational efficiency and supporting student success.

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SKILLS

Academic Operations | School Administration | Curriculum Planning | Timetable Management | STEM Pedagogy | Examination Coordination | Student Assessment | Academic Documentation | Lesson Planning | Parent Relations | Mathematics Instruction | Record Management | Admissions Support | Progress Tracking | Faculty Coordination | Policy Implementation | Peer Mentoring | Workshop Facilitation | Student Onboarding | Team Leadership

WORK EXPERIENCE

STEM Trainer and Academic Content Developer
Edublendz Academy

2025 - Present — *Chennai, India*

- Conducted interactive STEM and Mathematics learning sessions tailored for secondary grade students.
- Designed structured lesson plans, engaging worksheets, and digital resources for virtual classrooms.
- Authored educational content engineered to elevate core math comprehension and student retention.
- Maintained secure student records, evaluation reports, and academic documentation using database software.
- Leveraged advanced learning management systems to streamline instructional delivery across virtual courses.
- Facilitated transparent communication with parents regarding individual student academic growth and progress.
- Evaluated student performance regularly to address identified learning gaps using targeted support.
- Partnered with institutional academic leadership to refine pedagogical frameworks and STEM standards.
- Spearheaded digital learning initiatives through ongoing creation of interactive math instruction modules.
- Analyzed student academic performance trends using Power BI dashboards to drive improvements.

PRT Mathematics Teacher and School Administrative Coordinator
Point Calimere International School

2024 - 2025 — *Nagapattinam, India*

- Delivered CBSE Mathematics lessons employing student centered teaching methodologies across assigned classrooms.
- Managed student records, daily attendance logs, and academic documentation with complete accuracy.
- Coordinated master timetables, examination schedules, and assessment activities across multiple secondary grades.
- Supported school administration through structured daily operational and academic departmental workflow management.
- Prepared verified report cards, student progress reports, and official examination records promptly.
- Collaborated closely with parents and faculty members to monitor individual student development.
- Assisted admissions staff with student enrollment, classroom scheduling, and official documentation processing.

WORK EXPERIENCE

Mathematics Teacher and Academic Administrator (IGCSE)
Billabong High International School

2022 - 2024 *Kanchipuram, India*

- Instructed Cambridge IGCSE Mathematics utilizing student focused teaching strategies for analytical development.
- Prepared detailed lesson plans, worksheets, and assessment materials aligned with Cambridge standards.
- Administered student attendance logs, performance profiles, and academic documentation with absolute precision.
- Coordinated IGCSE examination administration, mock assessment schedules, and term result compilation workflows.
- Supported secondary curriculum planning and administrative school operations to maintain organizational continuity.
- Engaged parents, fellow teachers, and school leadership to evaluate ongoing student progress.
- Formulated academic reports, performance analytics, and progress summaries for institutional leadership evaluation.
- Utilized interactive educational technology and digital software to elevate overall classroom engagement.
- Contributed to daily school operations, administrative tasks, and continuous academic improvement projects.
- Guided struggling students through structured peer mentoring sessions to master complex topics.

Mathematics and Computer Science Teacher
Mithra High School

2017 - 2019 *Bangalore, India*

- Taught secondary Mathematics and Computer Science courses aligned with state board guidelines.
- Prepared comprehensive lesson plans, classroom evaluations, and practical computing laboratory instruction resources.
- Maintained student attendance ledgers, academic marks, and performance reports with strict accuracy.
- Conducted routine classroom assessments to monitor student progress across foundational STEM topics.
- Assisted senior faculty with examination invigilation, answer script grading, and score compilation.
- Guided secondary students through academic mentoring to improve overall subject comprehension outcomes.

EDUCATION

Post Graduate Certificate in Teaching and Learning
Henry Harvin | 2025

Master of Science (M.Sc.) in Mathematics | Sri Sankara College of Arts and Science | 2017

Bachelor of Education (B.Ed.) | Sri Krishna College of Education, Arakkonam | 2021

CERTIFICATION

STEM Trainer Certification

Data Analytics with Power BI

Generative AI Tools Certification

Soft Skills Trainer Certification

Python with AI Certification

Digital Marketing Certification

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook) | Power BI | Learning Management Systems | Student Information Systems | Google Workspace | Canva | AI Productivity Tools | Python

PERSONAL DETAILS

Languages English, Tamil, and Hindi

Availability Immediate

Visa Status UAE Visit Visa

References Available upon request