**Resume**

**Deepthi Dogiparthi**

Phone- +91 9381786175

[Email-deepthidogiparthy@gmail.com](mailto:Email-deepthidogiparthy@gmail.com)

Organizational Experience-

* March 2018 – Dec 2018 with Foster Billabong
* Developed strong relationships with students, parents, and colleagues by maintaining open lines of communication and fostering a supportive learning environment.
* Organized extracurricular activities such as clubs or field trips that enriched students' learning experiences outside traditional classroom settings.
* Other misc., jobs which include placing order for housekeeping material and issuing to the ground staff.
* Handling calls and school email ID. Transferring the calla and mail to respective depts.
* External exam coordination
* Collection of fees which includes annual and misc. fees
* Collection detailing to be entered in the format monthly asked by the head office.
* Report and daily registers for collection to be maintained.
* Keeping records of all transactions
* Sale of Breakfast and lunch coupon
* Entry of inward and outward materials to be maintained as per invoices.
* Purchases to be handled as per the indent given and issuing the same.
* Proper records of the stocks to be maintained.

**Educational Qualification**-

* Post Graduation Diploma in Pre & Primary Teaching-2025
* M.A. (HRM) from Gitam College of Management Studies (Andhra University), Visakhapatnam in 2008
* B.A. (English, Psychology, Office Management), St. Joseph's College for Women (Andhra University), Visakhapatnam in 2006
* Tesol Certification for English, 2017

**Skills-**

* Teacher Support &Collaboration
* Relationship Building
* Material Preparation
* Classroom Support

**Date of Birth:** 25th May 1986

**Languages Known:** English, Hindi, Telugu & Tamil (Basic)

**Address:** PVN Colony, Malkajgiri, Secunderabad - 500047

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