

Ramya Narayandas

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Objective

To be associated with an organization/school which provides a challenging work environment, where my teaching, creative, technical, management skills and personal potential can be utilized to the maximum. Given a chance, I would like to create an environment which fosters a joy of learning and aids in holistic development of the child, so they are thankful for everything that they have; are responsible for themselves and their world.

Educational Qualifications

- AMI Adolescent Introductory Workshop – 9-12 November, 2019 (35 contact hours)
- AMI Elementary training (2018-2019) – Graduated 7th June, 2019 from AMI (Association Montessori Internationale)
- Bachelor of Commerce (Honors) from Osmania University – April 2016
- Intermediate from Board of Intermediate Education – March 2013
- SSC from Sri Sai School – March 2011

Intern

- Visited one of the school's in **Thailand 'Kasemsasna Montessori School'** for observation and teaching practice as a part of AMI training and for personal international exposure
- Worked with "**Make A Difference**" NGO as a teacher/volunteer for a period of 2 years during my graduation
- Worked with "**VOICE 4 GIRLS**" NGO as a counsellor during summer 2016 for voice residential camp at APSWR School, Medak
- Played a key role in organizing the DREAM CAMP event for vulnerable children

Webinar

- Comprehensive training on Learning Disability – Oct 8 to 10, 2021 (3 days program)

Professional Experience

Sparkles Montessori

Currently working as an elementary directress for Sparkles Montessori School, joined in June, 2021.
Location – Gachibowli, Hyderabad, India.

Job Profile

- Teaching children of age 6-12 years, encouraging curiosity, exploration and problem solving with age-appropriate activities.
- New elementary environment set up
- Conducting both online and offline sessions for children during Covid situation

- Organizing curricular and recreational activities like annual academic planning, special events, parent-teacher conferences
- Providing appropriate support to both children and parents

Cremon Montessori Life School

Worked as an elementary directress for Cremon Montessori Life School, joined in February 2018 – May 2021.

Location – Mehdiapatnam, Hyderabad, India.

Job Profile

- Teaching children of age 6-12 years
- Organized curricular and recreational activities like annual planning, material making, classroom set up, report writing and organizing special events
- Created shared spaces for easy access for various plans
- Coordinated field trips and going out activities, in and around Telangana
- Organized and prepared children for MMUN (Montessori Model United Nations) program
- Involvement in promotional activities, including social media

Cognizant Technology Services India Private Limited

Joined as a Process Executive in July 2016 and resigned as a Senior Process Executive.

Location – India, Hyderabad.

Job Profile

- Assisted the clients in day to day trade operations especially in generating required reports, maintain and creates the client accounts, communication with client through emails and voice calls
- Query handling from external parties and internal teams
- Creating client report packs in Global prime access
- Responsible for sending SOD and EOD reports to the senior management
- Track the productivity of team and submitting the report to the management
- Preparing valuation reports for clients

Personal Details

- Date of Birth: February 03, 1996
- Marital Status: Un-Married
- Language: English, Telugu and Hindi
- Hobbies: To sketch, plantation and photography