

PRAVEENA UTHAYAKUMAR



PERSONAL INFORMATION

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SUMMARY

Passionate and experienced professional with a strong commitment to education, boasting 9 years of diverse experience across three different industries. Equipped with an MBA, I bring a unique blend of academic knowledge and practical insights to the teaching profession. Known for fostering engaging and inclusive learning environments, I am dedicated to leveraging my multifaceted background to inspire and empower students towards academic excellence.

EDUCATION

Sept 2020 – July 2023

MASTER OF BUSINESS ADMINISTRATION

- Asia e University, Kuala Lumpur
- CGPA: 3.67

Sept 2016 – Oct 2018

BACHELOR IN INTERNATIONAL BUSINESS

- Olympia College, Penang
- First Class Honors

WORK HISTORY

PART-TIME LECTURER | TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY, PENANG

JUNE 2024 – PRESENT

- Conduct lectures and tutorials for students, adhering to the pre-established curriculum while ensuring comprehension of fundamental concepts.
- Facilitate an interactive learning environment through dynamic teaching methods, promoting active student participation and practical application of theoretical knowledge.
- Develop and evaluate quizzes, and tests, providing constructive feedback to guide students' academic progress.
- Adapt to the academic environment and align with the university's teaching standards, demonstrating flexibility in scheduling and instructional methods to meet diverse student needs.
- Provide academic support outside of class, offering consultations and additional resources to assist students in achieving their coursework goals.

PART-TIME LECTURER | METAVERSE UNIVERSAL COLLEGE, PENANG

AUG 2024 – DEC 2024

- Deliver lectures and conduct tutorials, ensuring alignment with the established curriculum while focusing on students' grasp of core concepts.
- Create an engaging and participatory classroom atmosphere by employing varied teaching techniques that encourage student interaction and real-world application of lessons.
- Develop and evaluate quizzes, and tests, providing constructive feedback to guide students' academic progress.
- Design, administer, and grade assessments such as quizzes and exams, offering detailed feedback to help students improve academically.
- Adapt teaching practices to fit the academic setting and adhere to university standards, showing flexibility in class schedules and instructional approaches to accommodate different learning styles.
- Offer academic assistance beyond classroom hours, providing one-on-one consultations and additional learning materials to support students in achieving their academic objectives.

SPECIAL EDUCATION TEACHER | LIGHTHOUSE ACADEMY, PENANG

DEC 2019 – MAY 2024

- Actively teaching students with Autism, ADHD, and Learning Disability
- Given the opportunity to lead class for the past 2 years, being the senior teacher training and leading the classroom management and activities.
- Create and prepare Individualized Education Plan (IEP) for each student and conduct lessons in 1:1 setting.
- Constantly contributes ideas to help with school and management growth, which have been used for the past 4 years. Creating SOP for the report and documentation system. Suggested the management with a proper flow of organizing and running a classroom which helps teachers to be organized and professional.
- Led activities that developed students' physical, emotional, and social growth.
- Assisted challenging students with Behavior Management by using point systems and behavior charts which showed significant improvements.
- Used Picture Exchange Communication System (PECS) file to develop communication skills with students, obtain a Certification of Active Participation (Participated in Theory & Hand's on

Workshop: Behavior Management, Sensory Integration, Teaching Techniques, Floortime, Picture Exchange Communication (PECS) and Movements.

- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.

CLIENT ONBOARD ANALYST | CITI GROUP TRANSACTION SERVICE, PENANG

JAN 2019 – DEC 2019

- Report directly to Team Leader, worked in a team of 15 members.
- Worked closely with team members and maintained a good relationship with each and everyone.
- Main responsibility to perform day-to-day operational task in account opening and account maintenance for customers in Hong Kong, China.
- Ensuring consistent delivery of high-quality services to customers.
- Got the opportunity to be trained as a Marker and Checker which needs great attention to details.
- Establish and maintain good working relationships with Host Branch and the CTSM itself to enable direct and open discussion of issues, wants, and inquiries and to enable timely, effective, and professional responses to those inquiries.

COURSE CONSULTANT (MARKETING DEPARTMENT) | OLYMPIA COLLEGE, PENANG

AUG 2016 – JAN 2019

- Reported directly to the Principal of Olympia College, Penang.
- A team leader of 6 in a team, develop marketing strategies, method and plan for each event and education fairs.
- Organized an event with Mary Kay Cosmetic and 3 schools, which boosted the awareness around schools in Penang.
- Maintained excellent communication with students and parents which able to secure new prospects.
- Achieved Sales Target by enrolling more than targeted number of students continuously every month and gained recognition from Managing Director himself.
- Trained team members in ways to handle customer questions, enquiries and educate them on the products of the company.
- Given the opportunity to interview new prospects to join the marketing team.

- Other documentation work such as preparing working schedule, reports and building customer management database.

LANGUAGE

Proficiency Level: 0 – Poor, 10 – Excellent (Higher score indicates higher level of proficiency)

Language	Speaking	Writing	Comprehension
English	9	10	10
Bahasa Malaysia	9	9	10
Tamil	9	-	10