




Anupama Hansinee Wickramasuriya

TEACHER

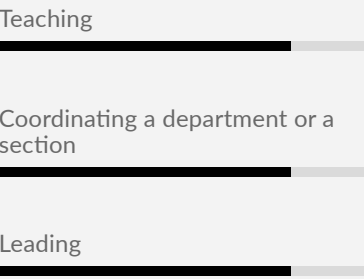
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 61, Hunuwala, Opanayaka, Ratnapura, 70080, Sri Lanka



SKILLS



REFERENCES

Senuri Ramanayake
Lyceum International School,
Ratnapura, Sri Lanka (Resigned)
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Priyani Abeysinghe
Retired Government School
Teacher
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PERSONAL DETAILS

Date of birth
15th June, 1993

Nationality
Sri Lankan

Marital status
Single

ABOUT ME

A graduate of the University of Colombo, Sri Lanka, Faculty of Management and Finance, Department of Accounting, who is currently employed as an English medium Accounting and Mathematics teacher. My dream is to enlighten lives by contributing through my maximum potential as an academician.

WORK EXPERIENCE

Second-in-Command to the Headmaster, Branch Coordinator (Study Buddy Program), Grade Coordinator (Cambridge O/L Section), Teacher Lyceum International School, Ratnapura, Sri Lanka / Ratnapura, Sri Lanka / Feb 2017 - Present

- As the Second-in-Command to the Headmaster of the school since April 2022 to date
- Supporting the School Headmaster in academic related administrative activities of the school
- As the Branch Coordinator of the Study Buddy Program (Upper School) conducted by the entire school network
- Liaising with the Upper School Sectional Head and the Sectional Heads of the other branch schools of the school network to allocate study buddies and study coaches between branches in order to support the goal of building and promoting friendships and enhancing cooperation between and among the students of different branches of the entire network
- As the Grade Coordinator of the Cambridge O/L section of the school since September 2021 to date
- As the Grade Coordinator I'm entrusted to monitor 5 classes in total. I have been and is also currently engaging in a variety of tasks to ensure the smooth functioning of the section to align with the overall organizational goals and objectives. These include but are not limited to the following:

- a) Monitoring the proper maintenance of the Class Record Books, Attendance Registers and Student Information Record Books by the Class Teachers of the section
- b) Ensuring that proper practices are followed during the exams through the preparation of exam duty rosters, supervision of physical exam and online exam invigilation, following up the teachers on meeting deadlines with regards to entering the subject marks to the school's Information Management System, and monitoring the preparation of the Students' Progress Reports
- c) Acting as the intermediary between the school management and the teachers of the Cambridge O/L section by communicating important information from and to both parties.
- d) Acting as the intermediary between the school management and the parents of the students of the Cambridge O/L section by communicating important information from and to both parties.
- e) Organizing section related activities and events including New Year Celebrations, Talent Shows, Christmas Celebrations and Open Days
- f) Distributing all relevant material pertaining to the section with the class teachers and subject teachers including syllabi, schemes of work, classroom specific data sheets and other required documents
- g) Organizing grade meetings to discuss and address subject-related and class-related issues and concerns
- h) Analyzing the Progress Reports of the students class-wise and subject-wise to identify performance related progress as well as lapses in order to communicate with the senior management

- As a Chief Examiner of G.C.E. A/L Accounting from September 2020 to date

- Includes the preparation of Monthly Test papers, Semester Examination papers and the relevant Marking Schemes according to the Scheme of Work
- As an Accounting Teacher for G.C.E. A/Ls (Sri Lankan syllabus) and Cambridge O/Ls from Feb 2017 to date

- I've been trained to teach the Cambridge Accounting curriculum for Cambridge O Level as well as the Pearson Edexcel curriculum for Accounting IGCSE through workshops conducted by the respective organizations

- As a Mathematics teacher for Grades 6 - 10 from Feb 2017 to date
- As the Class Teacher of the Cambridge O/L batch from Sep 2017 to March 2019 and the National A/L batch from June 2020 to date
- As the Co-Class Teacher of Grade 7 in the academic year 2016/2017
- As an intern to cover up my final year internship requirement of the University from September 2016 to January 2017 for my Bachelors

EDUCATION

BBA
University of Colombo, Faculty of Management and Finance, Department of Accounting / Colombo, Sri Lanka / 2017

- A First Class Honors in Bachelor of Business Administration in Accounting (Sp). University of Colombo, Sri Lanka (2016)

Diploma in TEFL - Level 05
The TEFL Academy, UK / 2022

- A Merit in the Diploma in TEFL - Level 05 Course offered by The TEFL Academy, UK Course Included:
 - Creating lessons and teaching materials for a range of levels from Elementary to Advanced
 - Teaching speaking, listening, reading and writing
 - o Material & resource creation, utilising the internet
 - o Needs analysis and teaching in different situations
 - o Classroom management and teaching techniques
 - Language analysis – vocabulary, grammar and pronunciation