

# POOJITHA SIVAKUMAR

13 ELMTREE CRESCENT, CLYDE NORTH, VICTORIA 3978 · 0424 014 300

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As a highly self-motivated and proactive individual who is inspired by those who are more experienced, I am always seeking self-improvement through knowledge and experience. My work in accounting and education has nurtured me into a fast paced and results oriented person, who is dedicated, efficient and reliable in the work I do. I am always striving for a challenge, eager to learn and perform above and beyond my role.

## EXPERIENCE

### JUNE 2017 – PRESENT

#### FLOOR MANAGER, KUMON BERWICK SOUTH & NARRE WARREN

Kumon is an education Centre that coaches for students from pre-kinder to VCE using specialised training worksheets. Through this job I have been able to develop and transform from an instructor to floor manager.

- Supervise and train staff to perform their allocated roles
- Manage and constantly restructure student flow
- Organize monthly Parent Teacher Meetings
- Schedule, communicate and record parent concerns and feedback from the meetings and convey at the monthly staff meetings
- Organize annual awards ceremony
- Ensuring each child has met their grade level in 6 months regardless of which level they begin at

### FEBRUARY 2017 – NOVEMBER 2019

#### ACCOUNTING CADET, DOXA SOCIAL CLUB

Under the supervision of the Financial manager I gained an invaluable insight into the gaming industry and the operation of a business. Through this cadetship I was able to apply theoretical knowledge learnt in classes into practical knowledge and gained skills in Microsoft GP and advance use of Microsoft Excel. Entrusted with the responsibility to do EFTPOS and gaming cheque reconciliation, entering payables, analysing performance of machines, analysing gaming market and assisting with the budget

- Designing and updating the floor plan for gaming machines at both venues
- Devising and designing new and effective way to reconcile EFTPOS machines, this is now used by accounting staff and management in identifying discrepancies

### JANUARY 2017- PRESENT

#### MATHS AND ENGLISH PRIVATE TUTOR, SELF EMPLOYED

- Developed an interactive curriculum for students to engage and understand primary and high school Mathematics and English
- Provided early intervention assistance to struggling students
- Tutored struggling, average and advanced students in Accounting and Business Management
- Coached and mentored junior tutors on successful teaching strategies and time management
- Advised students on crucial academic decisions such as VCE subject selection and University course selection by discussing and identifying their interests and strengths

## EDUCATION

FEBRUARY 2017 TO PRESENT

**BACHELOR OF COMMERCE**, MONASH UNIVERSITY

- Double major in Management studies and Accounting studies.

MONTH YEAR

**VICTORIAN CERTIFICATE OF EDUCATION**, LYNDAL SECONDARY COLLEGE

- Scored raw study score of 41 in Business Management
- Selected for DOXA cadetship program as an Accounting Cadet
- "Top of the class" in VCE English, Accounting, Business Management, Mathematical Methods and General Further

## SKILLS

- Error spotting
- Mastery of English grammar
- Proficient in several word processing software
- Adept in providing constructive and helpful feedback
- Organization of resources
- Excellent time management
- Ability to validate the quality of source material

## AWARDS

- Kumon staff of the year 2019
- Distinction in level 3- BAAVA dance association 2018
- High distinction in level 2- BAAVA dance association 2018
- "Top of the class" in all the five subjects in VCE
- VCE Business management- Raw score of 41

## REFERENCES

### ASHA VENKATRAMAN

**Role:** Kumon Centre Manager

**Work address:** Bridgewater community centre,  
Clyde north, Victoria, 3978

**Mobile:** +61479098012

**Primary email:** [kumonberwicksouth@gmail.com](mailto:kumonberwicksouth@gmail.com)

### MIKE EJIGU

**Role:** Doka Finance and Gaming manager

**Work Address:** 355 Spencer Street,  
West Melbourne, Victoria 3003

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