***RESUME***

***Name: - Jadhav Sujata Narayanrao.***

***Gender: - FEMALE.***

***Contact No. : - +919420293588***

***E-mail:-*** [***sjgnh82@gmail.com***](mailto:sjgnh82@gmail.com)

**Objective:-**

**Seeking an opportunity to serve as a Principal in a reputed school and share my knowledge which will educate the students & make them literate to survive in today’s world.**

**Skills:-**

* **Excellent communication skill with fluency in spoken English.**
* **Ability to handle children of different age groups.**
* **Strong knowledge of utilizing all the modern teaching aids.**
* **Computer Fundamental knowledge.**
* **MS-Office Suite (Excel, Word, Power Point).**
* **Internet knowledge.**

**Core Competencies:-**

* **Good command over languages.**
* **Effective inter-personal skills.**
* **Confident.**
* **Quick learner.**
* **Strong passion towards teaching.**
* **Dedicated & highly motivated.**
* **Positive attitude.**
* **Knowledge of student’s psychology.**
* **Problem solving skills.**

**Responsibilities:-**

* **To create interest amongst the children.**
* **Use interactive methods to teach the students.**
* **Impart education on children according to the syllabus.**
* **Assigning Homework and giving feedback.**
* **Maintain records on student’s progress.**
* **Conduct a monthly meeting with student’s parents who lack in concentration and have problems.**

**Languages: - English, Marathi, Hindi.**

**My goals and vision are:**

* **To nurture and develop values as an integral part of education.**
* **To instruct the whole student - including the student's intellectual, physical, social, moral, and spiritual life.**
* **To make further progress toward the target goals for Writing across the Curriculum, Oral Communication, and Relevancy in Education.**
* **To continue to play a key role in the Development Program.**

**Educational Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College/School** | **Degree** | **Branch** | **% Marks** |
| **Vivekananda College Shivaji University** | **B.Sc** | **Electronics** | **49.71** |
| **B.T. College ( Shivaji University )** | **B.Ed** | **Science, Mathematics.** | **58** |
| **Gokhale College ( Pune Board )** | **H.S.C** | **-** | **47** |
| **Princess Padmaraje Girls High School ( Pune Board)** | **S.S.C** | **-** | **44** |
| **Datapro Pune** | **DCM( Diploma in Computer Management)** | **Computer** | **50** |

**Contact Information:-**

**Postal Address: - Unit No. 1 & 2, N.T. Sarnaik Nagar, Raigad Colony, Panchagaon, Kolhapur.**

**State: - Maharashtra.**

**Pin Code: - 416007**

**Phone: - +919420293588**

**Date of Birth: - 24/09/1970**

**Achievements:-**

**Awarded with Best Teacher Award for outstanding performance in teaching Science for the year 2006-2007, and also for the year 2010-2011.**

**100% Results of S.S.C Exam**

**Hobbies:-**

* **Listening Music**
* **Reading Books.**

**Experience:**

1. **Working as a Principal in Gandhinagar High School, ( English Medium) Gandhinagar From 11th June 2007 till today.**
2. **Worked as an “Assistant Teacher” in Gandhinagar High School, ( English Medium) Gandhinagar, Kolhapur for 5 years.**
3. **Worked as an “Assistant Teacher” in Hemu Kalani Primary School,( English Medium) Kolhapur for 9 years.**

**Declarations:-**

**I hereby declare that the above written particulars are true to the best of my knowledge & belief.**

**Place: - Kolhapur**

**Jadhav Sujata Narayanrao**