Bijal Abhishek Awasthi

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Have gathered 17 year of qualitative experience in **Strategy Planning, Statutory Compliance, System Implementation, Process Compliance, and People Management**

**Education**

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| --- | --- | --- | --- |
| Sr No | Degree | University / College | Year of Passing |
| 1 | M.A in Education | IGNOU | Perusing (1st Sem Completed) |
| 2 | M.B.A in HR | Wellinkar College of Management, Mumbai | 2015 (2yrs) |
| 3 | B.Ed in History | Mumbai University | 2005 |
| 4 | M.A in History | Mumbai University | 2002 – 2004 |
| 5 | B.A in History | Wilson College, Mumbai | 2002 |

**Work History**

**Current Job in**

**Jindal Mount Litera Zee School (Nagothane, Maharashtra)**

Designation: Vice-Principal

Tenure: 12th Nov’2018 to till date

Responsibility:

1. Developed school improvement plan
2. Hire and train staff
3. Implemented new lesson plans, peer observations, mentoring program, English support program
4. Responded to and resolved difficult and sensitive student, parent, and faculty inquiries and complaints regarding school system policies and procedures.
5. Participated in the interview and selection of personnel to support students to attain standards; assisted in providing and coordinating staff training; monitored and evaluated job performance.
6. Served as principal-in-charge in the absence of the principal.
7. Instructional leader responsible for coordinating all programs and special events.
8. Overseer of master schedule for all students, teachers, classes, and lunch periods.
9. Taking lectures in Higher grade according to the norms.
10. May perform other duties and responsibilities that management may deem necessary from time to time.
11. Assist the principal in sourcing and recruiting qualified lecturers
12. Excellent attention to detail and record keeping skills

**Previous Institute Experience**

**Anand Global School, Vejalpur, Ahmedabad, Gujarat**

Designation: Vice-Principal

Tenure: Feb’2017 to Oct’2018

Responsibility:

1. Manage the academic performance of academic staff and the learners’ progress.
2. Ensure accuracy of student information and mark capturing on academic management system
3. Curriculum development and execution
4. Conduct academic induction. Monitor and guide the performance of newly
5. Assist the Trustees in sourcing and recruiting qualified lecturers
6. Provide and prepare reports as and when requested from HO
7. Assistance with the preparation, co-ordination and attendance at functions, events, registration, project day and activities (exhibitions, open/career days)
8. Plan, design, coordinate, and assist with a range of programs and services related to tutoring, supplemental instruction, enrichment programs, and/or group study programs
9. Provide leadership and vision for the health studies, public health, and healthcare management programs
10. As requested, assist in providing administrative oversight of other Division Support Staff

Other Institute Experience

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| --- | --- | --- | --- | --- |
| Sr No | Institute Name | Location | Profile Handled | Tenure |
| 3 | Schoolens | Ahmedabad | 1. Video Project Manager 2. Assessment Expert | June-16 to Feb-17 |
| 4 | Euro School - CBSE | Hebatpur, Ahmedabad | 1. Middle School Coordinator 2. Assessment Head 3. Social Science Dept Head 4. First Aid & Safety In-charge 5. Teaching Social Science for Secondary Classes. 6. CBSE – Coordinator (Played major role in affilation) | Sep-12 to April-16 |
| 5 | Adani School - CBSE | Makarba, Ahmedabad | 1. Head of Student Council 2. Social Science Dept Head 3. Assessment Head | June-2010 to Aug-12 |
| 7 | HVB Academy – State Board | Marine Drive, Mumbai | Primary & Secondary Classes Teacher for Social Science & English | Nov-2008 to April-2010 |
| 8 | Manav Mandir – State Board | Malabar Hill, Mumbai | Primary & Secondary Classes Teacher for Social Science & English | April 2004 to Nov 2008 |

**Workshop / Seminar Attended**

1. Nabet & CBSE new rules training
2. Life and people skill
3. Education and technology
4. Theatre in Education by Walter Peter
5. Principal conference in Adani Vidyamandir.
6. Lateral thinking
7. Presented a workshop to teachers on homework a concern for teachers
8. Arranged by H.V.B. academy for ICSE faculty the team had come from Australia in Mumbai.
9. Workshop attended in AMA by Malapalani on reading skills.
10. Multiskillls by Openpage
11. Seminar attended arranged by S.N.D.T University on PHD $ M. Phil given by historians
12. Time management
13. Classroom management
14. School management
15. Parents and students orientation program

**ACHIEVEMENTS**

1. Effectively explored, utilized and created CCE resources
2. Framed assessment based curriculum planning for Std IX and X
3. Generated fully computerized students progress cards based on CCE
4. Executed Mentoring system.
5. Implemented innovative discipline policy for students, teachers and parents.
6. Enabled students to achieve success in academics through focused research and guidance.
7. Upgraded non-ICT teachers to ICT-based effective teaching.
8. Transformed average staff to great achievers through Maintained positive work environment and optimum motivational level.
9. Total staff retention.
10. Facilitated Teachers Performance Evaluation System.

**Personal Detail**

1. Permanent Address: D101, Smarana Apartment, Bakeri City, Vejalpur, Ahmedabad – 380051, Gujarat
2. Marital Status : Married
3. Date of Birth : 14th Nov’1981
4. Current CTC : Rs 7,20,000/- + Perks

Place :

Date :