**Kriti Mishra Shah**

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| **CORE COMPETENCY**   |  |  | | --- | --- | | * Team building and leadership * Creating a learning environment * Process improvement * People Management * Training and recruitment | * Lesson plan design * Interpersonal relationships * Able to Use Varied Teaching Strategies * Curriculum content design | |
| **EXPERIENCE AND SELECTED ACHIEVEMENTS**  **Objective:** Caring and dedicated professional seeking Lead Educator/Trainer position with an organization that incorporates leadership and administration abilities, as well as excellent teaching and training skills.  **Profile: Currently working with Shanti Educational Initiatives Ltd January 2019- Present as Head of Department-Academics.**  **KRA includes**  **Incharge of Shanti Hopskotch ( 4 Pre- primary schools in**  **Ahmedabad)**   * The team leader of the academic team and responsible for the recruitment, induction, training, evaluation and discipline of the team. * Responsible to conceptualize/ design/ develop the complete curriculum and its updating from time to time. * Responsible to develop content instruction and methodology. * Responsible to develop and maintain research database that may be utilized to develop and review curriculum. * Recruitment of Centre Heads for the new centers. * Periodic Training of the Centre Heads on Conversion of students and   achieving academic excellence   * Inspections and audits   **Incharge of Shanti Asiatic School – K12** **( 5 Franchise schools across India)**   * Involved since inception – Designing the layout of the school and the   learning areas of the school   * Responsible for the recruitment of Principals and teachers * Training on the school management and systems to various stake holders. * Designing the curriculum and getting it implemented in K 12 schools * Involved in responsibilities concerning students in respect of their admission, instruction, progress and examination through the Principal * Refresh and develop new programmes in order to introduce and implement 21st century curriculum * Create a dynamic and forward looking research environment for the team at the Head Office * Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement. * Will be responsible for formulating procedures, reports and returns (eg QASA form, Flying visit form) for proper Academic Audit of the centres.   **Key Responsibilities:**   * Will be overall responsible for the Research and Development, Academic and Derivatives Content Development, Implementation and Audit of the Curriculum of SAS alliances and Shanti Hopskotch.   **R & D and Content Development**   * Will head the Research and Development team. * Responsible to conceptualize/ design/ develop the complete curriculum and its updating from time to time. * Responsible to monitor the content development of story books/ work sheets and other academic activities. * Responsible to develop customized content/ activity. * Responsible to develop content instruction and methodology. * Responsible to develop and maintain research database that may be utilized to develop and review curriculum. * Will continuously abreast her / him with the development in Pre-school education and will update the curriculum. * Will be accountable to the President for timely completion of content development and handing over the same to Support Head for Printing. * Will be responsible for development of both Academic and Non-academic content development for the development of a child.   **Training**   * Will be responsible to plan and execute events and workshops at key centres of Shanti Hopskotch and SAS alliances across the city/country for training of center heads and teachers. – Academics & Audit * Will be responsible to formulate training programs for the teachers and operating policies for centres. * Will be responsible for training of the center heads- Audit and Academic Support who in turn will train the teachers– Academics & Audit.   **Audit**   * Will be responsible to ensure that the curriculum and methodology is being followed in all the centres through the training and academic Manager. * Will be responsible for formulating procedures, reports and returns (eg QASA form, Flying visit form) for proper Academic Audit of the centres. * Will be responsible for recruitment and training of the SAS center heads and also the academic team for content development.   **Team Leader**   * Will be the team leader of the academic team and will be responsible for the recruitment, induction, training, evaluation and discipline of the team.   **Additional Responsibility**   * Will be responsible to contribute write- ups/ articles for electronic media like website updating and promotional advertisement for Shanti Juniors. * Will accept any additional responsibility given by the President / Management Committee.   **Worked with Saarthi Pedagogy from March2018-January 2019 as Academic head (Grade 1-10th) for five schools-Shanti Asiatic,Surat,Shanti Asiatic,Kheda,Shanti Asiatic,Kheda and Maharaja Agrasen Public School,Smart Champs School Ahmedabad.**  **Key Responsibilities:**   * Cross checking of Approval of presentations by subject experts. * Analysis of the class presentation and provide marks based upon the parameters. * Create question paper pattern. * Declare exam dates, holiday dates and event dates * Selection of lead teachers and defining their job profile. * Responsible for training the lead teachers as per the PPAP method. * Screening of academic and reading materials prepared by lead teachers. * Responsible for conducting regular visits to all the four schools to ensure smooth implementation of academic requirements and PPAP method. * To solve all the queries raised by the lead teachers during a specific period of time. * Responsible for the yearly planner and syllabus distribution for all the grades and subjects. * Responsible for proper allocation of academic workload for the entire year. * Responsible for school’s timetable. * Responsible for explaining the PPAP method to the Principal and Vice Principal of any new school. * Responsible for training the teachers of the new school as per the PPAP method. * To solve the queries raised by the teachers. * Responsible for solving any academic related queries of parents and to make sure to solve the same within a specific frame of time. * Responsible for training the teachers as per the academic requirements. * Responsible for parent orientation programs under PPAP method. * To resolve the academic related issues raised during Parents teacher Meet.   **Worked in Red Bricks School Ahmadabad (ICSE) as an English and EVS teacher since July 2015 – March 2018.**  **Key Responsibilities:**   * Taught English Language to students between class II ,III & I * Taught EVS to students of class I * Was responsible for preparing UBD (unit based design) lesson plans for English and EVS themes. * Was responsible for conducting Self Enrichment classes for grade II & I * Was responsible for preparing Mid semester reports of each student. * Was responsible for preparing worksheets and reading materials for each theme. * Was responsible for preparing past month highlights for each theme. * Was responsible for taking students on field trips related to the theme. * Was responsible for preparing and conducting projects.   **Worked in Euro School Ahmadabad (CBSE) as an English teacher since September 2013 – March 2015.**  **Responsible for devising engaging lessons in English and for providing a healthy culture of learning.**  **Key Responsibilities:**   * Taught English Language to students between class IV,II & I * Taught ICT(computer application) to students of class I & III * Taught the children the fundamental skill of computers and English language. * Inspiring the students to learn the new things and by doing so shaping their future according to their interest * Interacting with each student and helping him/her to solve their problems * Arranging meetings with parents and discussing the development of the children * Developing the various aspects of children i.e. physical, emotional, mental, and social by allowing them to learn them according to their creativity * Organizing students in the group so they can interact with each other and by doing so they can develop their personality   **Skills**   * Ability to work with children of different attitudes and skills. * Excellent communication and ability to mix with children effortlessly * Ability to create an effective teaching method for the children * Ability to handle the behaviour of children of 5 to 10 years and research skills * Highly skilled in using the various tools to make the teaching interesting. * Ability to interact with the children effectively so they can learn quickly i.e. rhyming games, storytelling, etc. * Ability to motivate the children, so that they will consider themselves a special personality.   **Hdfc Bank**  **Personal Banker (RETAIL – Personal Banking) MAY 07 – DEC 2010**  • Selected and worked as Personal Banker Assistant Manager Band-1A) in Retail Branch Banking– Personal Banking and customer service, wherein my job requires acquiring, growing and deepening customer relationships that have both personal and retail branch Banking needs.  • Handling sales as well operations. Pitching the walk in customers for sales of our financial products as saving accounts, current accounts, and fixed deposits, investments, mutual funds, Travelers and for-ex cards.  • Accountable for handling the DST and DSA'S of each financial products and actively involved in coordinating with the sales officer, team leader and executives in the process, right from the stage of filling the application forms till the dispatch of complete application forms.  • Regular monitoring of the quality of accounts sourced in sync with the set parameters of the bank.  • Served as one point of contact to all the queries raised by the walk in customers of the bank.  • Focus on the analysis and satisfaction of walk in customers – perspective customers, new customers ‘and existing ones in terms of their financial as well as investment needs.  • Participated in formulation of innovative strategies & new market developments for business excellence.  • Building brand focus in conjunction with operational requirements.  • Demonstrated strong analytical & business acumen to unravel customer needs.  • Implementing effective tools, policies, mechanisms and coordinating with various other departments as Business Banking, overdraft facilities, trading Accounts for shares and dividends for providing or clients with customer delight.  **ICICI Bank Pvt Ltd Jun 06 – April 07**  **Assistant Manager ( RETAIL –Branching Banking)**  • Worked as Assistant Manager in ICICI Branch Banking-Loan Division, wherein my job involved selling predefined Financial and Business Targets.  • Supervised and controlled the team of 20 sales executives,5 Team Leaders responsible for attaining team targets and recommend measures, guidance within team for overachieving individual targets.  • Achieve the targets defined in terms of cross-sell and product mix.  • Handling the marketing and sales operations for promoting various financial products under assets division – home loans, personal loans, car loans, credit cards Loan against Property / Securities and Two Wheeler Loans, thereby achieving increased growth & profitability.  • Utilizing the public information and personal network to develop marketing intelligence and current market norms for generating leads Identifying prospective clients, generating business from new accounts & developing them to achieve consistent profitability.  • Building and maintaining healthy business relations with major clientele, ensuring maximum customer satisfaction by achieving performance parameters delivery & quality norms.  • Building brand focus in conjunction with operational requirements.  • Ensuring maximum brand visibility and capture optimum market shares.  • Managing brand image building and awareness campaigns.  • Implementing pre & post marketing activities for successful launching of new products  • Appraising proposals & scrutinizing relevant documents / reports before disbursing loans, ensuring compliance with organizational policies.  • Work closely with each product’s team leaders so as to identify the areas of process improvement and suggesting actions on regular basis.  Encouraged for and educated team members necessary process knowledge, mentored new entrants and supported trainers in floor support.  • Conducted end to end process training for all new hires within the team and equipped them to deliver highest standards of quality  **Qualification**   * Bachelor in commerce from Lucknow University (INDIA) 2003 * Advanced Diploma in Multimedia from Arena Aptech,Lucknow. (2001-2002) * Expertise in industry specific tools, windows XP/2000, Word 2000, Excel, PowerPoint, Internet technologies * MBA from Institute of Management & Entrepreneurship Development (Specialization- Marketing), Pune, Bharati Vidyapeeth Deemed University, Pune, 2006. * Completed 2 year post graduate program Masters in Journalism & Mass Communication from Lucknow University in 2012. * Completed my B.ed in Education from Dr.Ram Manohar Lohiya Awadh University,Faizabad,UP in 2018.   **Professional Enhancements**   * Attended one week workshop at Mudra Communications, (Ahmedabad) on Planning and Media Management organized by Dainik Jagran, Lucknow. * Attended one month's induction and training program conducted by IFBI,Delhi on behalf of ICICI BANK LTD,2006 * Attended 5 days induction and training program "SWAGAT" conducted by HDFC BANK LTD, LUCKNOW * Secured Regional Rank 6 (Ahmedabad Region) and TPO (Teachers Professionals’ Olympiad) 2015 National Rank 140. |
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