

Curriculum Vitae

Mrs. KHANJAN SHITAL MANKAR (MANKAD)



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Personal Details:

Date of birth: 11th April 1977
Citizenship: Indian
Religion-Caste: Hindu-Vadnagar Nagar
Category: General-Open

Education			
S.S.C.E.,	1992	Gujarat Board with	69.71%
H.S.C.E.	1994	Gujarat Board with	52 %
B.COM	1994-1997	Gujarat University with	48%
Diploma in Elementary Education	2017 TO 2019		72%

CERTIFICATE IN RADIO- TELEVISION ANCHORING

Computer literacy

- Microsoft word excel
- PowerPoint
- Word pad
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Organization served:

- JACK AND JILL PLAYGROUP'. VASNA AS A JR. K.G. TEACHER (For @ 5 YEARS)

➤ **“ANMOLPLAYGOUN”SHAYAMALCROSSROAD.AS A SR. K.G.
TACHER** (For @ 2YEARS)



Present employer:

- ☐ Presently associated with **“VANDANA PRIMARY ENGLISHMEDIUM SCHOOL”**
BHUDRPURA
AMBAWADI.

**AS A COORDINATOR for Primary & High school since December2015–
PRESENT**

Key Accountabilities Academics.

- ☐ Planning and coordinating academic activities, facilities and optimal utility of resources.
- ☐ Planning and supervising staff & student timetable, supervision, discipline and related activities.
- ☐ Maintaining effective relationships and excellent communications with staff, students, parents and community participation in programs for a school as required.
- ☐ Respond to parents' suggestions or complaints and resolve problems.

Key Accountabilities Administrative.

- Personal management Responsibilities like man power, labor related issues, staff attendance, leaves, arranging proxies and student recorded.
- Strategic planning, organizing, directing, developing, improving, controlling and evaluating School accreditation's and initiating different social & organizational welfare activities through HOD of School.

Present salary: 9000/ - per month

Expected Salary: Negotiable

Joining period: Currently working on notice period only, I will be available after 30th April as it will be last day at my current job.

Thanking you.

(Khanjan Mankar)