**Mrs. Hiral V. Vardhani Cell:+9510170168**

***Today’s preparation determines tomorrow’s achievement***

**Curriculum Vitae**

Personal Details

* **Date of Birth:** 04thJuly 1975
* **E-Mail Id:**[vardhanihiral900@gmail.com](mailto:vardhanihiral900@gmail.com)
* **Languages known:** English, Hindi, Gujarati&Sindhi
* **Keywords:**  Dynamic, Creative & Innovative
* **Skills:**  Leadership, Communicative & Collaborative

Educational Qualifications

* **I passed S.S.C.** from Gujarat Board in 1990 with **59%** .
* **I passed H.S.C.** from Gujarat Board in 1992 with **61%** .
* **I passed B.Com.** from Gujarat University in 1995 with **56%** .
* **I passed B.Ed.**(**Correspondence**) from Allahbad University in 1997 with **65%**.
* **I passed M.Com.**(**Distance Education**) from Mahatma Gandhi University in 2013 with **69%** .

Computer Skills

* Diploma in Computer Application
* Financial Accounting System
* Internet and Basic knowledge

Professional Experience

* Worked as a Teacher at **Sadhu Vaswani School** for **1 year 6 months**
* Taught Statistics and Business Mathematics.
* Held the position of debate incharge successfully.
* Worked as a Teacher at **Citizens School(Surat)** for **2 years and 4 months**
* Taught English and Mathematics.
* Held the position of CCE incharge successfully and creatively.
* Worked as a Teacher at **Bright International School** for **more than 4 years**
* Taught Mathematics, English & Social Science.
* Held the responsibility of house mistress successfully.
* Held the responsibility of Supervisor of Grade III to V.
* Worked as the Principal at **Shyam International School**, Kathlal for **1 year.**
* Managed tactfully with management, staff, students & parents.
* Introduced and carried on successfully several Academic systems.
* Brought in implementation different curricular and co - curricular activities
* Arranged and attended P.T.Ms successfully.
* Emphasized Speaking of English and Values in Education among students.
* Worked as the principal at **Hiramani School** for 1 year
* Introduced house system successfully among students.
* Arranged and attended oriental and other Parents - Teachers Meetings.
* Exceled at directing strategic enhancements to drive goal achievement while communicating openly with parents.
* Introduced different committees of teachers for various fields and got succeed in the planned tasks.
* Arranged different curricular and co - curricular activities successfully.
* Emphasized Discipline, Speaking of English and Values in Education among students.

References

Mrs. Chhaya Bhatt Mrs. Purva Shukla

9427903730 9537019038

Principal Principal

Bright International School Khalsa Little Flower School

Valad, Gandhinagar Bapunagar

Enclosure

I hereby declare that the information given above is right as per my knowledge.