

To
The HR department

*"Vision without Action is a Dream,
Action without Vision is simply passing time,
Action with Vision is making positive difference"*

Myself, Shivani Mehra, a dedicated, compassionate and a hard-working person who loves to explore and widen her horizons. I have been associated with the Education Industry since 2004 which has provided me with the exposure of team, stakeholder, operations management. My experience has helped me strengthen my communication, interpersonal skills and confidence. My positive approach with excellent time management and supervisory skills have kept me on the path of growth in my career.

I am enclosing a copy of my resume for your kind consideration and perusal. I look forward to an opportunity to discuss my candidature in detail with you.

Warm Regards

Shivani Mehra

SHIVANI MEHRA

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OBJECTIVE	Achieve a leadership position and contribute to organizational growth utilizing my vast experience in team handling, stakeholder and operations management.
PROFILE	<ul style="list-style-type: none">➤ Handling a team of 80 educators.➤ Passionate Administrator with gratifying management / teaching career of 15+ years in providing school education to young learners.➤ Explored and experimented with innovative methodologies to bolster academic and behavioral development of pupils.➤ Delivered superior performances in both independent and team work environments.➤ Fine-tuned interpersonal, creative, organizational, leadership and teaching skills.
SKILL SET	<ul style="list-style-type: none">➤ Team Management➤ Stakeholder Management➤ Operations Management➤ Data Oriented Approach➤ Innovative Curriculum Development➤ Training & Development
CAREER SPAN	<ul style="list-style-type: none">➤ St. Xavier's High School, Sector 81 – Gurugram January 8, 2018 – till date (Designation – Coordinator)➤ Vivek High School (Mohali) March 2017 – May 2017 (Designation – Head of Junior Wing)➤ Lexicon Kids (Kharadi, Pune) Dec 2010 – March 2016 (Designation – Principal)➤ Brain International School (Vikas Puri, New Delhi) July 2008 – July 2009 (Designation – Nursery Teacher)➤ Manav Sthali School (Bhera Enclave, New Delhi) August 2005 – May 2007 (Designation - Primary Teacher)➤ Mother's Pride (Paschim Vihar, New Delhi) June 2004 – August 2005 (Designation – Playgroup/Pre-Nursery Teacher)
ACHIEVEMENT & AWARDS	<ul style="list-style-type: none">➤ Successfully implemented the pedagogy of virtual learning.➤ Established a new set up at St Xavier's High School, Sector 81 branch.➤ Established Preprimary branch in 2011 holding the post of a Principal➤ Certification in Learning & Development, conducted by Rungila Youth Empowerment.➤ Participated in the workshop on Self Analysis and Moderation for school Principals.➤ Held the post of President of students of Manava Bharati Nursery Teacher's Training Institute.➤ Received Certificate of Merit for Proficiency in Cultural & Social Activities by Manava Bharati Nursery Teacher's Training Institute.➤ Attended the workshop of Value Education in Sri Aurobindo

	<p>Education Society.</p> <ul style="list-style-type: none"> ➤ Participated in 'Add Fun to Language Learning Workshop,' held at Manav Sthali School. ➤ Received the certificate of 'Silver Achiever' for the month of July to September 2004 in Mother's Pride. ➤ Received the certificate for two silver improvements for the month of October to December 2004 in Mother's Pride. ➤ Participated in slogan writing competition. Received Certificate in National Literacy Mission by 'State Resource Centre, Jamia Milia Islamia' in 1996. ➤ Received a merit prize for meritorious performance in the 33rd 'Youth parliament' competition, held in the year 1998-99. ➤ Participated in Scouts and Guides camp held in Nizamuddin. ➤ Certified as Hobby Art Teacher by Fevicryl.
RESPONSIBILITIES	<ul style="list-style-type: none"> ➤ Interaction with the parents before taking in the admission. Explaining them the entire pedagogy, clearing their doubts, introducing them to the teaching methodology and gaining their confidence. ➤ Planning special assemblies and class presentations where parents play an important role. ➤ Acted as a guide and mentor to educate and train my staff regarding school's ethos and philosophy. ➤ Mapping and planning teaching and learning progress in the classroom. ➤ Demonstrate excellent management and organizational skills to ensure school decorum and discipline. ➤ Coordinate with the teachers to plan outings for students to places of interest thereby enhancing their knowledge. ➤ Developing administration budget for smooth management of the entire school infrastructure and school facilities. ➤ Enforcing strict discipline and ensuring general compliance with office systems and procedures. ➤ Introducing the modern method of education through smart board. ➤ Demonstrated acumen in conducting workshops on varied topics for the teachers. ➤ Initiating and promulgating early childhood education and designing curriculum. ➤ Promote various inter school competitions and train children to face the audience with confidence and composure. ➤ Play an important role in upgrading the school library, maintaining books of accounts and school registers. ➤ Pivotal in training teachers in classroom management skills. ➤ Evaluating performance of teachers and working on their increments as per school policy. ➤ Ensuring active participation of teachers and students to drive the initiative of learning with examples and fun. ➤ Ensuring active participation of teachers and parents in Parent Teacher meetings so as to analyze the weakness of the student and thereafter implementing methods to overcome the weakness. ➤ Planning and participation in all student activities i.e. school functions and events. ➤ Actively conduct various orientation courses and regularly maintain the service books of staffmembers.
ACADEMIC QUALIFICATION	<ul style="list-style-type: none"> ➤ Bachelor of Education Program (B.Ed.) Bhartiya Shiksha Parishad, UP ➤ Diploma in Nursery Teacher's Training (N.T.T.) State Council of Educational Research and Training ➤ Diploma in Interior Designing (South Delhi Polytechnic) ➤ Graduate – B.A. Pass (Delhi University)
COMPUTER KNOWLEDGE	<p>Well versed with the usage of Microsoft office tools namely Microsoft Word, Excel, Power point.</p>

STRENGTHS	<ul style="list-style-type: none"> ➤ Creative Instinct ➤ Confidence and Strong Will Power ➤ Good Communication and Interpersonal Skills ➤ Excellent time management with positive approach ➤ Good managing and supervisory skills ➤ Achievement oriented
PERSONAL DOSSIER	<ul style="list-style-type: none"> ➤ Date of Birth: 15.09.1982 ➤ Marital Status: Married ➤ Languages known: English and Hindi ➤ Nationality: Indian