



# KOMAL GUPTA

To secure a position at a reputed institution where I can utilize my leadership skills, educational expertise, and administrative experience to facilitate a positive learning environment and support the academic and personal growth of students, faculty, and staff.

## Work Experience and Internships

### **Vice Principal**

**Narayana E-Techno School, Ghaziabad, Uttar Pradesh**

*Nov 2021 - Present*

- Managed daily school operations, including schedules and staff assignments.
- Assisting the Principal in developing and implementing school policies/ procedures.
- Monitored student performance and developed strategies for academic success.
- Worked collaboratively with staff to foster a positive and supportive school culture.
- Led and participated in professional development opportunities for staff.
- Served as the point of contact for parents and community members.

### **TGT (Social Science)**

**Narayana E-Techno School, Ghaziabad, Uttar Pradesh**

*Feb 2021 - Nov 2021*

- Planned and delivered lessons that align with the curriculum.
- Provided timely feedback and assessment reports to students.
- Collaborated with colleagues to develop novel teaching strategies/ programs.
- Actively engaged in professional development and workshops.

### **Teacher Trainee (Social Science, English, Hindi)**

**Rajkiya Balika Inter College, Noida, Uttar Pradesh**

*October 2019 – December 2019*

- Actively contributed as facilitator in morning assemblies and school events.
- Organized awareness drives and campaigns, for public welfare.
- Setup a resource center for student centric teaching.
- Performed invigilation and evaluation duties.

### **Teacher Trainee (Social Science)**

**Amity International School, Vasundhara, Uttar Pradesh**

*July 2019 – September 2019*

- Organized inter class competitions, exhibitions and cultural events.
- Developed and delivered lessons using ICT based learning resources.
- Conducted evaluation and assessment on various levels.
- Analyzed individual student profiles and reports.

### **Language Facilitator & Trainer (Spoken English)**

**Macmillan Education India, Noida, Uttar Pradesh**

*May 2019 - June 2019*

- Instructed students on the fundamentals of a specified language.
- Prepared course and classroom materials designed by Macmillan.
- Graded group tasks, papers and tests.
- Created individualized plans for students with special requirements.



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Linguistic Fluency in  
English & Hindi



#### Hard Skills

Educational Leadership  
Curriculum Development  
ICT Based TLMs  
Assessment & Evaluation  
Classroom Management



#### Soft Skills

Emotional Intelligence  
Multi-Tasking  
Organization  
Communication  
Cultural Competence



Technical Skills MS Teams, ZoomHTML My SQL MS Office Macromedia Flash



Interests Poetry Music Photography Travel

## Educational Qualifications

<b>Masters of Arts (Political Science)</b> Indira Gandhi National Open University, Delhi	Graduated, 2022 57.6%
<b>Bachelors of Education</b> AIE, Amity University, Noida, Uttar Pradesh	Graduated, 2020 62.7%
<b>Bachelors of Art (Program)</b> Vivekananda College, University of Delhi	Graduated, 2018 60.57%
<b>XII (CBSE Board)</b> S.R.D.A.V. Public School, Dayanand Vihar, Delhi	Passed, 2015 75.25%
<b>X (CBSE Board)</b> S.R.D.A.V. Public School, Dayanand Vihar, Delhi	Passed, 2013 78.2%

## Accomplishments

- Recipient of Young Leader's Award by Ms. Swati Maliwal, chairperson DCW.
- Successfully qualified CTET Dec'2019 in both paper I and paper II.
- Presented a research paper on the Terminology and Vocabulary of Hindi for MHRD.
- Presented a research Paper on the scope of Digital Resources in Education.
- Attended a national Seminar on E-governance and Education conducted by AIE.
- Organized a guest lecture on aspects of Spiritual Learning.

## Extra-Curricular Activities

- President of the Cultural Committee (2017-18) of Vivekananda College.
- Volunteered at The Delhi Poetry Festival 2018.
- Volunteered at Horn Ok Please food festival at JLN Stadium.
- President of Creative Writing Society (2016-17) of Vivekananda College.
- Student content developer of Anubhuti- The Annual school magazine of SRDAVPS

## Personal Information

- Date of Birth : 1<sup>st</sup> April 1997
- Nationality : Indian
- Marital Status : Single
- Residence : Delhi NCR
- Father's Name : Mr. Sanjay Kumar Gupta
- Mother's Name : Mrs. Sangeeta Gupta