



# Dr. HEMA RAGHAV

## SENIOR SCHOOL COORDINATOR

### CONTACT



Phone  
+91 9873783784



Address  
D21, Shyam Vihar Najafgarh ND-43



Email  
raghavhema22@gmail.com

### SOFTWARE SKILL

MS Word & Excel

Zoom & Google Meet

### EDUCATION

Ph.D. 2018  
Pacific Academy of Higher Education and Research University (Udaipur)

B.Ed. 2010  
Maharshi Dayanand University (Rohtak)

Masters of Commerce 2000  
CSJM University, Kanpur

Bachelor of Commerce 1998  
CSJM University, Kanpur

### ATTITUDE TOWARDS ORGANISATION

A positive attitudes can drive up employee engagement, productivity, performance and ultimately, have a positive impact on any task's outcomes. Having a positive attitude, tends to correlate with greater employee productivity and performance. The attitudes affects the behavior and performance of an individual.

### WORK EXPERIENCE

Senior School Coordinator,  
The Indian Heights School Dwarka, New Delhi  
2022 - Present

HOD - Commerce, Maxfort School Dwarka, New Delhi  
2012 - 2022

PGT Commerce, Navoday Convent School, New Delhi  
2009 - 2012

Finance Process, Genpact India Ltd., Gurugram  
2004- 2009



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## RESPONSIBILITIES ENTRUSTED

- Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.
- Supporting committees of staff and parent that function to improve the learning and social environment of the school for the students.
- Teaching classes, developing rapport with the students, handling discipline issues
- Resolving conflicts between students, teachers, parents or combinations of conflicts between various individuals.
- Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.
- Directing assemblies and other special gatherings of students for events throughout the year.
- Developing emergency response plans for schools as required by state and federal education agencies. Filing reports and updating as required.
- Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
- Appointed as an Observer by CBSE for school for conducting Class X and XII Board Examination
- Confidential Task of analyzing the Videos of CBSE
- AIEF Certified Resource Person
- Appointed as Additional Head Examiner for Accountability Evaluation by CBSE.
- Training Students for various Inter- School Competitions for Commerce Stream and Commerce Olympiad
- Preparation and Review of Letter of Recommendation for students of Class XII
- Tracking and arranging Excellence Teaching Classes and also Remedial Classes for the weaker students to cater to their requirements.
- Ensure that a growing social awareness is developed amongst the students through planned outreach programmes like SDG's, Shramdaan, Cleanness Drive, Contribution towards Kerala Relief Fund
- Send an Annual Report of the action to the Principal to appraise her of the achievements and challenges and the area where intervention and guidance is required



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## ACHIEVEMENTS

- Certificate of Appreciation for Merit in Accountancy
- Certificate of Appreciation for Training the students for English Exposition
- Class XII student scored a centum in Accountancy batch 2018-19
- CBSE Observer, Academic Session 2021-22

## PUBLICATIONS

- Research Paper 1- Attitude and Willingness of Teachers to the Integration of Entrepreneurship Education into Senior Secondary School Curriculum

Published in TEQIP-II National conference on Education and Development and Entrepreneurship Development 2016 ISBN: 978-93-80858-87-6

- Research Paper 2 - An Analysis Study of Volatile Gold prices with effect of GST

Published in UNNATI Research Journal of Social Sciences and Management 2017 (Vol. 5 Issue No. 1)

ISSN 2319-1740

- Research Paper 3- Impact of Fluctuating Oil Prices on the Economic Development

Published in Innovation of Sustainable Business Apeejay School of Management February 2017

ISBN:978-93-84562-07-06

Regards,  
Dr. Hema Raghav