

**Rajiv Kapadia** Email: - rajivkapadia99@gmail.com (M) 9879616539, 9409265538

Permanent Address: - D-16, Sanidhya Township, Ajwa-Waghodia Ring Road, Vadodara-390019, Gujarat.



## OBJECTIVE

With an experience of over fifteen years now, I am looking forward to render excellence in teaching and administrative work with dedication towards creating a healthy learning environment and motivating students.

## Career Highlight

- Self-organized.
- Good planning and management skills.
- Interpersonal Communications Skills.
- Good knowledge of technology.
- Possess good leadership.

## Experience

### **1 The Gaudium School, Hyderabad (IB)**

Start	: May 2023
End	: Continue.

I am teaching Hindi Language to MYP and DP students.

Class Mentor of Grade 9 (MYP Year 4)

Examination in charge of IBDP.

## **2 Indus International School, Hyderabad (IB)**

Start : July, 2018  
End : 25<sup>th</sup> May 2023  
Job Profile:

I am teaching Hindi Language to MYP and DP students.

During my first year I was teaching Grade 10 IGCSE students.

**Been an integral part of a two days IB MYP AUTHORIZATION PROCESS held on 08<sup>th</sup> and 09<sup>th</sup> April 2019.**

**Been an integral part of a three days IBDP TEN YEAR Evaluation process. 26<sup>th</sup> and 28<sup>th</sup> February 2020.**

**I am the House master of Phoenix House since last year.**

## **2 Navrachana International School, Vadodara (IB)**

Start : February, 2016  
End : June, 2018  
Job Profile:

I was working as a Hindi Language Teacher for Grade VI TO VIII MYP, IX, X (IGCSC) and Grade XI and XII DP.

In charge of Extended Essay for DP students.

**Been an integral part of a three days IB EVALUATION 21 to 23 NOV-2017.**

## **Workshop/Seminar Attended:**

- Cat 3 Building self-directed learners through approaches to learning F2F workshop - Indus International School, Hyderabad- October 2022
- IBDP Workshop (Face-to-Face) at Mumbai – November 2019 (Hindi B Cat-2)
- SAIBSA - MYP SUBJECT SPECIFIC JOB ALIKE SESSIONS-2017 (Jamnabai Narsee International School, Mumbai)
- SAIBSA - JOB ALIKE SESSIONS-2017 (Navrachna International School, Vadodara)
- SAIBSA - IBDP Program -2019 (Oakridge International School, Hyderabad)
- TOK Workshop – 2019 (Indus International School, Hyderabad)

- IB MYP E-portfolio Workshop – 2nd November, 2019 (Face-to-Face)  
(Indus International School, Hyderabad)
- Topic – Sanyukt Hindi Karyashala and Unicode Language workshop (Hindi Language)  
Organized by Indian Oil Corporation Limited. (Refineries Division)

### **Additional Profile:**

Sr.No	Name/Subject	Institute	Year
1	<b>BASHA VIBHAKAR IN HINDI</b>	Gujarat Hindi Pracharini Sabha, Vadodara	October - 2003
2	<b>HINDI DIVAS SAMAROH</b>	Kala Sankay, Hindi Vibhag, Vadodara.	March – 2004

### **Personal Profile:**

- Date of Birth : 25<sup>th</sup> August, 1982
- Marital Status : Married
- Communication Skills : English, Hindi, Gujarati and Marathi.
- Interest : Sports, Travelling, Cultural activities, Music.

### **Professional Qualification:**

Sr. No.	Degree	Board/University	Year of Passing	% Grade
1	B.Ed.	M.S.University,Vadodara	2006	71.9
2	Office Automation	LCEC Computer (JSS)	2005	B
3	CCC	Vijay Computer Academy	2010	B
4	MCE-Technology Literacy for Educator-21 <sup>st</sup> Century Learning Design	Microsoft	2022	802/1000

#### Reference:

Mr. Rizwan Mohamed  
Head of School,  
The Shri Ram Academy, Hyderabad.  
9986238318

#### Reference:

Ms. Baljeet Oberoi  
Principal,  
Oakridge International School, Hyderabad.  
9618957488