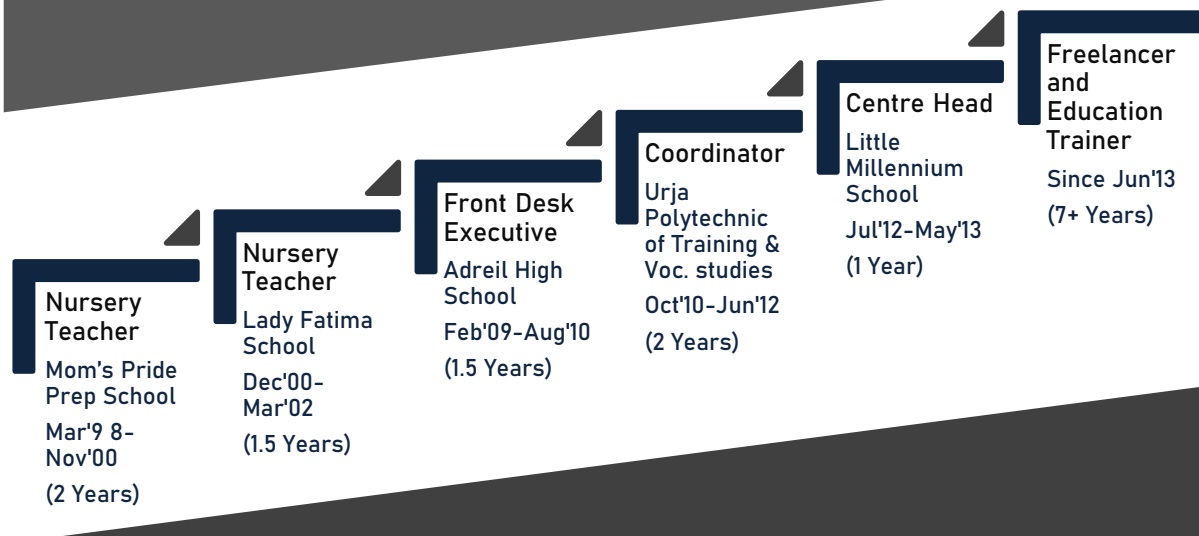


Ritesh Yadav

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Professional Experience



Key Responsibilities Handled

Strategic Responsibilities

- Implementing a competitive school counseling program that promotes students' success
- Ensuring equitable access to opportunities and rigorous curriculum for all students

Development & Admission Responsibilities

- Coordination with Staff & counselors for Admission Process
- Acted as coordinator for admissions and counselling parents & students
- Created fee structure for a start-up education venture
- Expert in building public relations, generate enquiries through cold calling and expanding social media footprint
- Leading marketing activities including Cold callings, events, social media ads, etc.
- Assisting in admissions, counselling and organise meetings

Educational & Academic Responsibilities

- Taken classes for students upto higher secondary classes
- Leading Extra Curricular Activities for Children
- Preparation of Schedule for Children Handwork Preparation
- Help coaches with required paper work.

Competencies

Leadership
Negotiation
Client Servicing
Operations
Collaboration
People Mgmt.
Planning
Communication
Perseverance

Business Development Professional with over 15 years of progressive experience in education and corporate sales with a high level of multitasking abilities, integrity, diligence, and commitment.

Operational Responsibilities

- Handled in play school as Branch Head in the school
- Facilitating Mentor Teacher cohort meetings
- Managing Front Desk Operations
- Collaborating with parents, teachers, community organizations and other stakeholders
- Implementing a competitive and comprehensive school counseling program that focuses on promoting students' success and business maximization
- Valuing and responding to the diversity and individual differences of students
- Providing direct support services during through structured conventions
- Provide group or individual responsive services
- Collaborate and consult with parents, teachers, community organisations and other stakeholders
- Perform assessments, interpret tests and study student records
- Responsible for driving the academic programme
- Ensuring integration between organizational priorities and the interest of parents and students
- Developing a creative learning community across the school by to build a community of creative learning practice across the school, involving all departments as appropriate
- Development of Integrated communication and interaction program to involve parents, teachers and other members extensively throughout the programme
- Facilitate the long-term development of creative teaching and learning at a structural and systemic level, using the Creative School Development Framework and other resources
- Establish a Creative Partnerships programme plan on an annual basis, linked to the Creative School Development Framework self-assessment process Programme and project management
- Act as a facilitator in school, able to translate the school's vision for creative learning into practical implementation
- Ensure that children and young people play a meaningful and active role in learning that can truly reflect their interests, needs and enthusiasms
- Take overall responsibility for programme and project management, delegating extensively across the school community and ensuring roles and responsibilities are understood clearly by all
- Coordinate, in partnership with the Creative Agent, meetings and activities with creative practitioners, school staff and other partners
- Ensure that external partners engaged in the programme are able to develop appropriate communications across the school community
- Ensure all programme activity is carried out with due regard to health and safety and the safeguarding of children and young people
- Ensure that all monitoring and evaluation requirements are fulfilled and that partners commit to developing reflective practice throughout the programme
- Actively network with other school partners and external partners linked with the programme, attending Creative Partnerships networking meetings as appropriate Time requirements
- Assisting with identifying and recruiting potential Mentor Teachers.
- Coordinating Field Experience information and submitting information to the Field Experiences staff.

- Coordinating the arrival of Student Teachers and orientating them to the school environment, staff and students
- Facilitating the inter-classroom observations.
- Facilitating and monitoring the Whole School Project requirement.
- Participating in and/or facilitating the Student Teacher weekly cohort meetings with the University Facilitator.
- Providing leadership in the ongoing development of the Collaborative Schools Model principles.
- Organize students into teams and establishing coaches for each team
- Act as liaison between parents, coaches, students, administrators and teachers.
- Meet with the coaches as a group to answer questions about team progress (or lack of) and to answer any other questions.
- Provide many materials (spontaneous books, videos, handbooks).
- Be available by phone or e-mail almost any hour of the day or night (only a slight exaggeration) to help solve the problems of students and parents
- Organize rehearsals during the week school programmes.

Key Achievements

- Acted as Coordinator in urja polytechnic school
- Handled team of 10-15 persons
- Handled parents queries, request and complaints management
- Assisted students at all levels, from elementary school till Higher secondary classes

Professional Education

- NTT (Nursery Teacher Training), Vishwakarma University For self Employment, 2000
- Diploma in Fashion Designing from National Institute of Fashion Technology, 1998
- Graduation - Maitreyi College, South Campus Chanakyapuri, Delhi University, 1996
- 10th - Bidhan Chandra Vidyalaya, South Moti Bagh 2, New Delhi (74%) CBSE, 1991
- 12th- Government School, Nanak Pura, New Delhi 110021 (76.5 %) CBSE, 1993

Personal Details

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|---------------------------|---|
| • Date of Birth | 14 th March 1978 |
| • Language(s) Proficiency | English and Hindi |
| • Nationality | Indian |
| • Interests/Hobbies | Interacting with people, Social Work, Counselling and Traveling |
| • Marital Status | Married |
| • Linkedin | https://www.linkedin.com/in/ms-ritesh-pal-7127a983 |
| • References | Will be pleased to furnish on request |