

HARSHITA SETIA

M.com.(Business Administration), Bed

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WORKING AS ADMINISTRATOR WITH A REPUTED EDUCATIONAL INSTITUTION **SHRI RAM GLOBAL SCHOOL**

Professional Summary

A seasoned professional with a more than 10 years of rich, in depth and extensive experience in teaching and administration of educational institution

A keen planner & implementer with track record of developing operational policies/norms, systems & controls, motivational schemes & education standards for professionals during the career span.

Dedicated and self motivated leader with proficiency in handling the administrative activities entailing event management, faculty appraisal/training, student-parent relationship and upholding of the institutions motto.

Experienced in organizing teachers orientation workshop, Special events and campaigns, Educational and industrial tours and Exhibitions, etc.

Excellent communication with exceptional interpersonal, problem solving, leadership and team-building skills.

Responsible for biometric (Attendance of the whole school), all the bills

Work History & Accomplishments

WORKING IN “SHRI RAM GLOBAL SCHOOL AS AN ADMINISTRATOR”

Strategy Planning/Administration

- Defining operational plans for ensuring smooth running of the education centres.
- Providing leadership to teaching and administrative staff ensuring high quality of teaching is imparted.
- Following board policies regarding the budgetary process and procedures for expenditure of the campus-based budget, equipment, and the instructional budget.
- Spearheading curriculum planning, professional development and the implementation of educational programs as they apply to his or her assigned school.
- Supervising the campus-level planning and decision-making process by facilitating and accounting for the preparation and implementation of the school improvement Plan.

- Reviewing the pre set educational goals, objectives, and major district wide classroom instructional programs establishing academic and other performance objectives
- Involving professional and non-professional staff members, parents' community members, and business representatives.

Teaching & Operations

- Co-ordination with the faculty members for altering the prevailing courses/curriculum/ syllabus based on the requirements.
- Preparing papers and supervised entrance test for candidates seeking admission to the institution.

Relationship Management (Internal & External)

- Identifying prospective faculty members & selecting them after appraising their past competency levels.
- Supervising the function of the faculty members for ensuring high quality of training.
- Interacting with parents and guardians involving student and parents in close cooperation.
- Recruiting, mentoring & training personnel and determining resource requirements (materials/ manpower) and directing the arrangement of the same for the institution
- Responsible for all school personnel within the building accountable for their performance to this end.

The Attainments

- Deftly conducting School stock checking and complete purchase and maintenance of stock and inventories.
- Maintenance and hygiene of building.
- Audio Visual Department.

Academic Qualifications

- B.Ed. from Vidhyasthali TT College in 2015.
- M.Com. from Rajasthan University in 2013.
- B.Com. from Maharani College in 2011.
- Higher Secondary from Jaipuria Vidhyalaya in 2008.

WORK EXPERIENCE:

Sl. No.	NAME OF THE INSTITUTION	WORK DURATION	POSITION
1.	WARREN ACADEMY	2012- 2014	TEACHER
2.	G.D. GOENKA PUBLIC SCHOOL,JAIPUR	2014-2016	TEACHER AND ACADEMIC COUNSELLOR
3.	VIDHYASTHALI PUBLIC SCHOOL	2016-2018	TEACHER AND ACADEMIC INCHARGE
4.	SHRI RAM GLOBAL SCHOOL	2018- TILL NOW	ADMINISTRATOR AND TEACHING

DATE OF BIRTH : 25TH FEBRUARY,1991.

