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| Name:Vaheeda Prakash Kalaskar  vahidakalaskar@gmail.com  +91-9763002091  Mobile:9763002091  Email:vahidakalaskar@gmail.com  Resident:Opus77,Society,Wakad,Pune | |
| Profile Summary   * A competent professional with rich and extensive experience in teaching and administration; currently with * *SRI CHAITANYA TECHNO SCHOOL BAVDHAN: AS AN ACADEMIC COORDINATOR*. * A keen planner & implementer with track r.ecord of implementing operational policies/ norms, systems & controls, motivational schemes & education standards during the career span * An effective academic planner and taking different subjects like English and Maths till 9th Standard * Ensuring optimum utilization of resources available for the school budget * Imparting training to different teachers and counsellors * Organizing workshops in different catchment areas; implementing event management (like organizing dental checkups) * Hands-on experience & skills in developing curriculum to accommodate different learning styles and maximizing students’ comprehension * Experience of facilitating/coaching students by using interactive discussions and “hands-on” approach to help students learn and apply concepts in subjects * Dedicated leader with proficiency in managing the administrative activities entailing event management, faculty appraisal/training and upholding of the institutions motto * Attended Advance course in Young Achievers from American Institute of Tesol * Recognized for outstanding organizational skills, creativity, public relations and skills to consistently exceed expectation * Divergent outlook with creative approach to problem-solving using analytical skills & the skill to deal with all levels of an organization * Highly motivated team leader with strong communication skills * Possess stupendous skills for mentoring, guiding and controlling teachers/ students   Education & Credentials   * B.Com. (Commerce) from Pune University in 2000 with specialization in Accounts, Business Communication with distinction * B.Ed. (English, Maths) from Lucknow University in 2014 * T.T.C (Montessori) in 2010 * Diploma in Financial Accounting System * Diploma in Child Physiology and Counselling * M.com from SavitriBai Phule University,Pune {appeared}   Other Courses:   * Advance Course in Young Achievers from American Institute of Tesol {Florida} * Company Secretariat Course (Intermediate) * CA (Foundation Course) * I.C.W.A (Foundation Course) * Multiple Intelligence Counselling   Organizational Experience  Alhat Education Foundation, Pune as Principal ,May’ 13-March :2018  (Shanti Asiatic School)  TIMES AND TRENDS ACADEMY AS AIMAGE MAKEOVER CONSULTANT  Key Result Areas:   * Implementing operational plans for ensuring smooth running of the school * Giving leadership to teaching and administrative staff and   ensuring high quality of teaching  Personal Details  **Date of Birth:** 6th November 1979 **Languages Known:** English, Hindi & Marathi  **Address:** Opus 77Tower, Near Pumpkin Patch Day-care Centre, Vinode Wasti, Marunji Road, Pune-411057, Maharashtra | Core Competencies    **Professional Development**  **Fiscal Management**  **Parental Involvement**  **Policies &**  **Procedures**  **Training and Operations**  **Strategy Planning**  **Student Achievement**  **Performance Management**  **General Administration**  **Student Management**  Soft Skills    ***Innovator***  **Motivator**  SOFT SKILL TRAINER  ***Analytical***  ***Communicator*** |
| * Following govt. & UGC policies regarding the budgetary process and procedures for expenditure of the campus-based budget, equipment and the instructional budget * Spearheading curriculum planning, professional development; implementing educational programs * Coordinating with the faculty members for altering the prevailing courses/ curriculum/ syllabus based on the requirements * Fostering a healthy learning atmosphere in class and responding to all classroom queries in a spontaneous & empathic manner * Ensuring discipline by observing students' work, behaviour and attendance * Providing effective leadership to the school for effective professional development and promoting high standards of student learning within the organization * Establishing and implementing procedures for effective recruitment * Implementing efficient financial procedures and developing the school’s annual budget * Imparting continuous training to the staff to consistently meet the school’s standards and objectives * Managing an efficient office, paying particular attention to accuracy, reliability and appearance of staff at all times   Highlights:   * Streamlined existing systems/ processes * Obtained results within the organization * Took initiatives for the development of students   Previous Work Experience  Zee Learn Limited, Pune as Principal for Preschool  EURO SCHOOL :WAKAD  TIMES AND TRENDS ACADEMY AS LECTURER FOR FINANCE AND ACCOUNTS  HOBBIES: MUSIC,DANCE & READING BIOGRAPHIES,SCIENTIFIC INVENTIONS | |
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