

Sarita Raghav  
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**Summary:** Attentive Freedom Employability Academy Branch Manager with excellent communication skills. Organized, punctual & driven with the innate ability to stay on tasks. Use effective & efficient methods of teaching whilst focusing on the individual needs of each student.

**Skills:**

- Lesson planning expertise
- Common core knowledge
- Academic performance evaluation
- MS Office proficient
- Resource management
- Bilingual in English & Hindi
- Conflict resolution skill

**Experience: Branch Manager( Nov 2018- Current) at Freedom English Academy, Amritpuri, New Delhi**

- Supervise large administrative staff focused on design and English environment support.
- Develop procedures and training materials to ensure staff expectations are clear in regards to performance & specific processes to be followed.
- Verify and track all projects deadlines to facilitate smooth workflow & satisfy employees and students.

**Deputy Branch Manager( Nov 2017- Nov 2018)**

- Maintain daily records of all reports for branch.
- Train co-facilitators to deliver outstanding students learning.
- Handle weekly schedules according to authoritative policies.

**Facilitator( Dec. 2016- Nov 2017)**

- Completing performance reviews, goals setting and development planning.
- Providing English only environment learning to students with great mind map & appropriate lesson plan.
- Develop team goals & manage them for result.
- Effectively evaluated the programs learning being delivered, working in collaboration with the instructional design team on improvement.

**Education:**

- Master of Commerce from DU in 2016.
- Bachelor of Commerce from DU in 2014.
- Intermediate School from CBSE Board in 2011.
- High School from CBSE Board in 2009.

**Interests:**

- Cooking
- Reading
- Listening to music

**Computer Skills:**

- Microsoft Office Excel
- Microsoft Office Power Point
- Microsoft Office Word
- Internet Browsing

**Personal Details:**

- DOB- July 27, 1994
- Father's name- Mahesh Kumar
- Gender- Female
- Nationality- Indian
- Religion- Hindu
- Language known- English, Hindi

**References:** Available upon request