

## Mrs. Sneha R. Gurav

### CURRENT ADDRESS

**Address** : H No 1116, Shanti Niwas Bunglow, Balajinagar, Pune-411043.  
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### PERSONAL PARTICULARS

**Date of Birth** : 25<sup>th</sup> April 1999.  
**Age** : 24.  
**Nationality** : Indian.  
**Gender** : Female.  
**Marital Status** : Married.  
**Languages Known** : Marathi, Hindi and English.  
**Hobbies/Interests** : Singing, Dancing, Reading Books, Listening Music, Trekking.  
**Personality** : Easy Going, Hard Working, Working Under Disciplines, Self-Motivated, Enjoy team Work.

### EDUCATIONAL BACKGROUND

#### ACADEMIC RECORDS

**Konkan University** : Secondary School Certificate.  
**Year** : 2014-2015.  
**Konkan University** : Higher secondary school certificate.  
**Year** : 2016-2017.  
**SNDT University** : F.Y (BA MUSIC)- T.Y (BA MUSIC).  
**Year** : 2017-2020.  
**SNDT University** : F.Y (MA MUSIC)- S.Y (MA MUSIC).  
**Year** : 2021-2022.

Year	Coarse	Board/University	Institute	Marks In (%)
2021-2022	S.Y (M.A.)	SNDT Women's University	S.N.D.T College (Dept. Of Music) Pune	64.05%
2020-2021	F.Y (M.A.)	SNDT Women's University	S.N.D.T College (Dept. Of Music) Pune	67.00%.
2019-2020	T.Y (B.A.)	SNDT Women's University	S.N.D.T College (Dept. Of Music) Pune	78.42%
2018-2019	S.Y (B.A.)	SNDT Women's University	S.N.D.T College (Dept. Of Music) Pune	61.75%
2017-2018	F.Y (B.A.)	SNDT Women's University	S.N.D.T College (Dept. Of Music) Pune	57.67%
2016-2017	HSC(12 <sup>th</sup> Arts)	Maharashtra	Abhyankar Kulkarni College, Ratnagiri	70.62%
2014-2015	SSC	Maharashtra	R. B. Shirke High School, Ratnagiri..	74.40%

### COMPUTER PROFICIENCY

**COMPUTER KEY : MS- CIT, MS-OFFICE, MS- Excel, Outlook, Eduvate.**

## CERTIFICATIONS & ACHIEVEMENTS

- Participated in solo and group singing competitions.
- Got State Level rank in Youth Festival.
- Maharashtra Dyanpeeth – Sanskrit & English.
- SNTD Women's College, Pune -BA - Awarded This Certificate- Promising Student Of The Music Department(2017-2018).
- Started online/offline singing classes named "Swar Sadhana Sangeet Classes" in May 2020 at Pune & Ratnagiri.

## SUMMARY OF SKILL & EXPERIENCE

### ➤ (07 june 2023 – Music Teacher

**Till Present) Orchids The International School, Swargate Pune.**

#### ❖ ROLES & RESPONSIBILITIES

- To prepare lesson plan for all classes and take the classes as per the lesson plan. Working on Eduvate educational portal for the classes, working with eduvate portal to fill daily diary, lesson plan, homework's of students and any notifications/ announcements, assignment marks.
- Working with CBSE Board syllabus of school.
- Training students to participate in inter school, zonal level and national level music and band competitions.
- Arranging different types of musical & instrumental band related competitions like battle of band, super singer, Musomania and many more.
- Enhance knowledge and explain briefly the scope of Music subject to all categories of students. Working with online and off-line both type of support to school and students.
- Arranging different types of musical workshops for students, parents and school staffs and prepare the report of the same.
- Well co-ordination with students' parents in case of any other curriculum support required for student.
- Working as an Examiner or exam supervisor during school examinations, various examination supervisions were assigned to me.
- Well completion of syllabus in assigned hours/time.
- Good co-ordination of school staff and experience in administrative work.

➤ **(07 Nov 2022 – Music Teacher**

**31 May 2023) Rajgad Dnyanpeeth's Dnyanankur English Medium School & Anant Nirmal Global School, Dhanakawadi, Pune**

❖ **ROLES & RESPONSIBILITIES**

- Set timetable and schedule of Music subject and conduct classes accordingly. Worked on preparing syllabus of Music.
- Working with CBSE and SSC Board School, handling both the units of school.
- Preparing and setting annual functions, gathering and other functional musical performances and organize programs.
- Enhance knowledge and explain briefly the scope of Music subject to all categories of students. Working with online and off-line both type of support to school and students.
- Well co-ordination with students' parents in case of any other curriculum support required for student.
- Working as an Examiner or exam supervisor during school examinations, various examination supervisions were assigned to me.
- Well completion of syllabus in assigned hours/time.
- Good co-ordination of school staff and experience in administrative work.

➤ **(15 June 2022 – Music Teacher**

**31 Oct 2022) Raghavdas English Medium School, Warje, Pune**

❖ **ROLES & RESPONSIBILITIES**

- Set timetable and schedule of Music subject and conduct classes accordingly. Worked on preparing syllabus of Music.
- Enhance knowledge and explain briefly the scope of Music subject to all categories of students.
- Support students in all types of queries and problems in Music field to develop a healthy relation with students and build a good Co-ordination with them.

- Working with online and off-line both type of support to school and students both.
- Well co-ordination with students' parents in case of any other curriculum support required for student.
- Working as an Examiner or exam supervisor during school examinations, various examination supervisions were assigned to me.
- Well completion of syllabus in assigned hours/time.
- Good co-ordination of school staff and experience in administrative work.

➤ **(19 Sep 2021 – Internship as a Music Teacher.**  
**Till Present) R. B Shirke Highschool, Ratnagiri.**

#### ❖ **ROLES & RESPONSIBILITIES**

- Set timetable and schedule of Music subject and conduct classes accordingly. Worked on preparing syllabus of Music.
- Enhance knowledge and explain briefly the scope of Music subject to all categories of students. .
- Support students in all types of queries and problems in Music field to develop a healthy relation with students and build a good co-ordination with them.
- Working with online and off-line both type of support to school and students both.
- Well co-ordination with students parents in case of any other curriculum support required for student.
- Working as an Examiner or exam supervisor during school examinations, various examination supervisions were assigned to me. .
- Well completion of syllabus in assigned hours/time.
- Good co-ordination of school staff and experience in administrative work.

#### **Self Explanation**

I am looking forward to obtain a responsible and challenging position to work in a supportive & co-operative environment, and in a rapidly growing organization which provides me an opportunity to enhance my knowledge and skills.

- Believe in hard work and dedication.
- Can think New ideas and implement in self-study basis.

**Yours Truly,**

**Date :**

**(Sneha Gurav)**