NEERU

115-C, Rishi Nagar, Ludhiana-141001

Mobile No: +91 7087861646, E-Mail: neeru\_juneja@ymail.com

**PROFESSIONAL ABSTRACT**

* An experienced and innovative Academician with about 12 years of experience in teaching, management and administration of school activities.
* Excellent communication and leadership skills.
* Possess resource management, time management and discipline management skills.
* Ability to recruit, train, supervise and evaluate staff members.
* Skilled in enlightening pupils at different levels by using various teaching and learning techniques.
* Instrumental in bringing about extensive changes in academics as well as cultural activities.

**PROFESSIONAL CREDENTIALS**

* Qualified CTET(Elementary Stage)) in 2012.
* Master of Education (M.Ed) from Punjab University with first division in 2011.
* Bachelor of Education (B.Ed )from Punjab University ( majoring in the Teaching of Science & of Life Science) with First division in 2002.
* Bachelor of Science (B.Sc) (Chemistry, Botany & Zoology) from Punjab University with First Division in 2001.
* Qualifications ratified by UK NARIC wide reference no.1941642081.

**CAREER HIGHLIGHTS**

**Tagore Public School, Palwal, Faridabad**

**June’13 to March ‘15**

**Job Profile:**

Co-ordinator

* Proactively worked with academic staff to develop new courses and improved existing ones.
* Planned curriculum of the academic year and how to execute it.
* Monitored attendance of teachers’ and students of the department.
* Ensured adequate planning of lessons and implementing the same.
* Imparted training to teachers on techniques and methodologies of teaching.
* Participated in appropriate meetings with the staff members and parents.
* Kept careful records of students’ progress.
* Maintainted records related to all extra- curricular activities, circulars, examination.

**Vajra Army School, Ludhiana.**

**April’12 to July’ 13**

Principal

* Developed and administered the general school routine and co-ordinate all activities of the school.
* Implemented CBSE’S CCE system in the school.
* Implemented, developed and maintained curricular and extra- curricular programmes.
* Reviewed text books and notes of students and gave suggestions to teachers for improvement.
* Imparted trainings to teachers on techniques and methodologies of teaching.
* Maintained proper discipline in the school.
* Resolved student behavioral problems.
* Participated in the selection of new teaching and classified personnel.
* Maintained effective communication to keep the staff ,students and parents properly informed.
* Maintained school records up to date for ready reference and reporting.

**BAL BHARATI PUBLIC SCHOOL, LUDHIANA**

**October’11 to April’12**

Teacher

* Handled admission process of the school by interacting with parents.
* Maintained records of the admissions of the students as well as teachers recruited.
* Took substitution classes.

**Wylie Memorial High School,Ludhiana**

**April’02 to October’11.**

Teaching

* Taught General Science (comprising Physics, Chemistry & Biology) to groups of students from all abilities.
* Took charge of the Year group.

**Designated as HOD Science** after 2 years where my responsibilities were-

* Supervision and co-ordination amongst the teachers of Science.
* Ensure adequate planning of lessons and smooth conduct of implementation of the same.
* Promote teamwork within the Science Department.
* Ensure the maintenance of accurate and up-to-date information on all classes taught.
* Produce reports for the department on assessment data, including examination data.
* Organize Science events such as trips, quiz, Science club etc.

**Designated as International Co- ordinator**

* Promoted international activities within the school.
* Developed an international dimension throughout the school by helping colleagues develop cross curricular projects within each year group.

**ACCOMPLISHMENTS**

* Was designated as Principal.
* Carried out exchange visits to partner schools in Scotland & England.