

Resume

MEENAKSHI KHETRAPAL

Personal information

Date of Birth: 3rd August 1969

Address: Q-7/12 Ground Floor, DLF City Phase-2, Gurgaon, Haryana, India

Phone Number: +91- 8130622334

My recent last job at The Little Shri School in India was as a School Principal. This school is from Pre-Nursery to Grade 8 and is situated in Rohtak, Haryana, India.

My primary focus as a Principal was to-

- Embody, model, and exemplify the mission of the school
- Draft policies along with the management and ensuring their execution
- Lead and Oversee the Curriculum of the school
- Effectively Administer the HR, Marketing and IT operations of the school
- Propose, Present, Manage the budget of the school

The awards received by The Little Shri School were-

- The Best School in Rohtak by Great Rocksport Pvt Ltd for “initiatives and invaluable contributions in the field of education and for ensuring all-round development of students”.
- The Best School in Haryana as Top CBSE School by Education Today in North School Merit Awards in Co-curricular Activities.
- The best school in Haryana as Top CBSE School by Education Today in North School Merit Awards in Upcoming School category.

Prior to that, I was working with Shri Educare Limited as Chief Manager- Education and Training providing consultancy to schools with respect to Operations, Academic, Human Resource, Finance and Marketing. I collaborated with my counterparts in the Operations Team. Together, we undertook challenging tasks of Change Management in schools which aspire to further improve their existing systems. While setting up new schools, we extended scaffolds to the management and handheld the staff all the way through, train them to master effective pedagogical practices while delivering our well-designed curriculum, primarily based on the ethos of The Shri Ram Schools.

Schools in Maldives, Abu Dhabi, Delhi, Noida, Faridabad, Gurgaon, Pune, Kashipur, Rudrapur, Hyderabad and Lucknow came under the company's umbrella. I periodically traveled to these locations to assess the teachers on ground, built training needs based on assessments, developed training modules, conducted trainings, took feedback and ploughed it back into the modules.

I was the founder Principal of The Shri Ram Early Years, a pre-school started by the promoters of The Shri Ram Schools. My role there was that of leader, manager, administrator, counselor and mentor. I was leading a team which comprised of teaching, administrative and support staff. All of us worked together to provide safe, supportive and stimulating environment to children.

I had the privilege of visiting one of our schools in Maldives on deputation in the year 2009 to set up the Elementary Section. I worked closely with the Principal and the Senior Management Team to lay down school policies, revamp the curriculum, train teachers and monitor them and witness them grow through constructive feedback.

I have taught at The Shri Ram School, Gurgaon and at Amity International School, Delhi and other schools for over 12 years. I have always taken on additional responsibilities along with my regular teaching assignments. At key positions, I have organized various school events, created annual presentations for school management and led my teams successfully. I have also addressed large gatherings during annual functions as Master of Ceremonies.

My Experience

The Little Shri School
School Principal
Rohtak, Haryana – Feb 2017 to March 2019 (2 years and 2 Months)

Shri Educare Limited
Chief Manager- Education and Training,
Gurgaon, Haryana- April 2014 to Jan 2017 (3 years)

The Shri Ram Early Years
School Principal
Gurgaon – April 2010 to March 2014 (4 Years)

The Shri Ram School, Aravali
Junior School Teacher
Gurgaon, Haryana - March 2001 to July 2005 (4 Years 4 Months)

The Shri Ram School, Aravali
Junior School Teacher
Gurgaon, Haryana - March 2006 to March 2010 (4 Years)

Scholars International School
Teacher
Gurgaon, Haryana – March 1999 to March 2000 (1Year)

Amity International School
Primary Teacher
Saket, New Delhi, India - April 1992 to March 1995 (3 Years)

My Academic Qualifications

Master of Arts - Education,
Indira Gandhi National Open University, New Delhi, India
Year of completion: June 2012
Major: Educational Management; GPA: 3.73

Bachelor of Science,
University of Delhi, India
Year of completion: 1989
Major: Environmental Science; GPA: 3.5

Bachelor of Education,
Annamalai University, India
Year of completion: 1992, GPA: 3.0 (Written+ Practical Examination)

My Additional Qualifications

- Certificate in Guidance from Indira Gandhi National Open University
- International Baccalaureate- PYP- An introduction to Programme Standards for Administrators - Category 1
- Children's House Assistants Course- Montessori Training Course from Association Montessori Internationale
- Diploma in Environment Education from Centre of Environment Education, India in partnership with the Commonwealth of Learning, Vancouver, Canada

Additional trainings and workshops

- Working With Graphics from Arena Multimedia, Saket, New Delhi
- Know Your Body School Health Education Curriculum from Udyan Care
- National Conference on Inclusive Education and Skills Training for Differently Abled conducted by The Shri Ram School
- The Modern Approach to the Physical Education Curriculum from Shriram Educare
- No Child Left Behind from Delhi Learning Disabilities Association
- Constructivism and Project- based Learning in Early Childhood from Kent State University
- Multiple Intelligences and Child Centered Education by Howard Gardner by Idiscoveri XSEED
- Reflecting on Everyday Classroom Experiences to Create Inclusive Environments by Learn Today
- Preventing Abuse and Learning Safety Programme by School of Life
- The Executive Enlightenment Programme Designed for School Principals by Mind Mingle
- The 7 habits of Highly Effective People by Franklin Covey
- Master Yoga and Meditation Teacher from Yoga Alliance International

I have written and illustrated curriculum-based books (23 books)

- Art Work Books for The Little Shri School (A series of 5 books)
- Pattern Writing Book for ShriEducare Ltd. (A Series of 2 Books)
- Wonder Time Books for ShriEducare Ltd. (A Series of 2 Books)
- Circle Time Books for ShriEducare Ltd. (A Series of 2 Books)
- My World Around Me for ShriEducare Ltd. (1 book)
- Meri Akshar Kitab for ShriEducare Ltd. (1 book)
- My Book of Sounds for ShriEducare Ltd. (1 book)
- Madhuban Educational Books (8 books)
- Macmillan India Ltd. (1 Book)

When I am not at work

- I am an ardent photographer. Portraits of Children, People, Landscape and Designs in Nature catch my fancy.
- I write poetry in Hindi and English. I am currently working on publishing my own Coffee Table Book.
- I paint and sketch portraits.
- I am a calligraphic artist. Doing graffiti on walls is one of my very new endeavours.
- I learnt the art of making Ceramic Pottery and enjoy creating pots and pans.
- My rich experience during varied travels, far and wide all across the globe have made me more adaptable and sensitive to various cultures and people.