

**Tushnamaiti K. Mistri**

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**OBJECTIVE**

Seeking a growth oriented position in a dynamic and progressive educational institute with a commitment to achieve high quality results in career.

**WORK EXPERIENCE**

**Oonwala’s English Grammar School (April 2019 to-date)**

**Principal**

Job Responsibilities & Functionalities Undertaken

* Working with the administration department
* Planning the yearly academics
* Dealing with academic and educational vendors
* Provide parental guidance
* Counsel children
* Instruct the management in terms of fees, admissions and meetings
* Keeping a track of each child in regard to overall progress
* Training the staff with new teaching techniques and tactics
* Conduct various workshops
* Running the School’s WhatsApp group and Facebook Page

**Footprints Montessori (August 2015 – March 2019)**  
**Principal**

Job Responsibilities & Functionalities Undertaken

* Working with the administration department
* Planning the yearly academics
* Dealing with academic and educational vendors
* Provide parental guidance
* Counsel children
* Instruct the management in terms of fees, admissions and meetings
* Keeping a track of each child in regard to overall progress
* Training the staff with new teaching techniques and tactics
* Conduct various workshops

**The Montessori Children's House-Senior Section (Oct 2014- May 2015)**  
**Front Desk Administrator**

Job Responsibilities & Functionalities Undertaken

* Managing School Material and Stationary
* Record keeping of material being used at school
* Answering all incoming calls for queries
* Handling parents for any queries
* School admission
* Making and distributing fee vouchers
* Managing school events like sports, concerts and carnivals
* Designed the school magazine
* Filing and record keeping of all students and teachers files

**Aisha Bawany Academy (December 2011- February 2014)**

**Coordinator to A'Level Sect.**

**Office Assistant**

**Class Teacher**

Job Responsibilities & Functionalities Undertaken

* Setting up time tables for classes and examinations manage events, coordinate with the faculty accordingly
* Filing, dealing with parents, manages daily floating activities
* Teaching Mathematics, Social Studies and English to Cambridge level from grades 1 to 5
* Planning class activities
* Preparing syllabus, work sheets and reports
* Teaching children via visual aid
* Assembly Presentation and involving children in celebrating different occasions e.g. earth day, open day etc.

**Westminster School and College (April 2011 – November 2011)**

**Class Teacher**

* Taught Mathematics to Cambridge level from grades 2 to 5
* Planned various activities related to the subject

**Happy Home School (July 2010- March 2011)**

**Class Teacher**

Job Responsibilities & Functionalities Undertaken

* Teaching English to Matriculation levels grade V
* Planning class activities that involve child behavior
* Prepare worksheets and reports
* Give remedial classes to weak students
* Assisting the LD (learning difficulty) Dept.
* Make syllabus
* Assist in office work (filing etc.)
* Managed concerts, sports’ day etc.
* Assembly Presentations

**ACADEMIC QUALIFICATION**

**Chartered Accountancy (Module A) (2009)**

**School of Business Studies**

**B.com (2010)**

**Government College of Commerce and Economics**

**H.S.C. (2008)**

**St. Patrick’s College**

**S.S.C. (2006)**

**Happy Home School**

**Voluntarily Works**

\* NoorulHuda Education Foundation

(Team Lead and Page Admin)

- Women Empowerment Projects

- Youth Leadership Programs

- Online Interview

- Event Organizer

- Event Host

\* Interviewed on National T.V on the show Subha Nau regarding Women’s Day and Women Empowerment

<https://www.facebook.com/NoorulHudaFoundation.org/videos/2183865211929685/>

\* Worked on Epilepsy Awareness Programs in various countries through the internet

<https://www.facebook.com/nationalepilepsycentrepakistan/videos/913415058865693/>

\* Charity Works at various charity events

\* Teaching children for free

**SKILLS**

\* Proficient with MS office, Windows and Internet

\* Fluent in Written / Verbal Communication

\* Languages: Gujrati, English, Urdu and Hindi

\* One-on-One Home tutor and counselor

\* Self-motivated

\* Thrive in both Independent and Team environments

\* Manage projects single-handedly

\* Writer

\* Motivational Speaker

**INTERESTS**

\* Reading

\* Physical activities

\* Internet browsing

\* Teaching

\* Interacting with children and adults

\* Music and Dance

**PERSONAL INFORMATION**

Date of birth: 30-Sep-1990

Nationality: Pakistani

N.I.C: 42301-6756579-6

Religion: Zoroastrian (Parsi)

Marital Status: Single

**REFERENCES**

Available on request