

Ms.Jyotika Singh Rawat

Date of Birth: 8.2.1987

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Educational Qualifications:

- M.A in Sociology from H.N.B Garhwal University 2012-14 (2nd Division)
- B.Ed.(Teacher Education) from H.N.B Garhwal University 2013 (1st Division)
- B.A (Hons) Mass Communication 2006-2009 (1st Division)
- Intermediate(NIOS) New Delhi 2006 (1st Division)
- High School(NIOS) New Delhi in the year 2004 (1st Division)
- **Cleared CTET New Delhi in the year July 2013 (1st Division)**

Employment Highlights:

- Worked as **Founder Principal** at **Sri Chaitanya Techno School, Jaipur** since (08th April, 2022 –till date)
- **Deputy Director(Administration)** at **Fencing Association of India, New Delhi** since (1st December 2021- 5th April 2022)
- Worked as **Principal** at **International Delhi Public School (Tirupati) Andhra Pradesh (March 2019–July 2021)**
- Worked as **Vice Principal** at **Surya Public School (Lucknow) September(2017–March 2019)**
- Worked as **TGT (Social Studies) & Middle School Coordinator** at **Gyananda School for Girls** in (April 2016- July 2017)
- Worked as **PRT and ISA coordinator** at **Mount Litera Zee School, Dehradun** from 5 March 2014 to 14 April 2016.
- Worked as **PRT** at **Asian School, VasantVihar, Dehradun** (8 Sept 2012 to 15 May 2014)
- Offered **Home-Tuitions** from 2011 for Primary and Secondary classes.
- Worked as **SALES-MANAGER** at **Bajaj Allianz (Dehradun)** for two years and received **TOPPERFORMER Trophy** for two consecutive years.(2008-2010)
- Worked as **PRO** at **B.K.P Productions FILM CITY -NOIDA** for **one year.(2007-2008)**

Key Responsibility Areas (KRA)

St Ann's ICSE School, Tadepalligudem (Andhra Pradesh)

- Maintaining of the Academic and Administration.
- Helping the teachers in planning for the lesson plans and activity related to the topics.
- Giving Eye care training to the teachers where they learn the methodologies to teach the students in Play way method, activity base learning, etc.
- Training on the checking of papers, notebooks, assessments, home works.
- Giving the training on My Parent App.
- Preparing of the weekly Meal Plan for students.

- Weekly reports shared with the management about the students those are slow learners.
- Facilitate the staff development, discipline, evaluations and issues relating to confirmation of probation.
- Supervise and Facilitate work of Coordinators (Pre- Primary Wing and Primary Wing)
- Celebrating the theme – base Pre- Primary days (Blue, Green, Yellow , Pink)
- Planning of celebration on (Air force Day, Army Day, Postal Day, Republic Day, Independence Day etc.
- Develop and coordinate the elementary middle and secondary curriculum.
- Establish and promote high standards and expectations for all students and staff for academic performance.
- Effectively conduction of Parent Orientation, PTM, Sports Day, School Events, Competitions etc.

Fencing Association of India (Deputy Director Administration)

- Responsible for day-to-day management within in organization.
- Manage office supplies and place orders.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update the office policies as needed.
- Maintain the company calendar and schedule appointments.
- Distribute and store correspondence (letters, emails and packages)
- Arrange travel and accommodation.
- Schedule in-house and external events.
- Plan meetings and take detailed minutes.
- Write and distribute email correspondence memos, letters, forms.
- Maintain contact lists.
- Proficiency in Ms Office, Ms Excel, Ms Power point.
- Excellent time management skills and ability to prioritize work.
- Visiting the Embassy for the Visa process of Fencers.

Delhi Public School (Principal)

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| ☐ | Maintaining the Academics and the Administration of the School. |
| ☐ | Conducting classes for English and SST for Grade IV to VII as the school is till VII grade. |
| ☐ | Maintaining the Workshops like” I Care ” for students, Teachers and Parents . |
| ☐ | Maintaining healthy relations with Students, Teachers and Parents . |
| ☐ | Encouraging the students for overall development in them. |
| ☐ | Implementing new innovative ideas for the growth of the School. |
| ☐ | Planning new strategies for the new admissions and maintaining stability for existing admission. |
| ☐ | Maintaining the good relations with Print Media and Social Media for the school promotions. |
| ☐ | Promoting students for District level Competitions and Inter- School Competitions |

Gyananda School for Girls

- **Worked as an officiating to Principal** in her absence.
- **Led S. St. club** in schools (exhibition, Laboratories, projects, etc.)
- **Coordinating and managing with Pearson software** along with the personal downloaded subject topic videos.
- **Handling Parents Teaching Meeting.**
- **Co-ordination with the external parties for the internal and external competitions and events.**
- **Planning and preparing** courses and lessons plans.
- Teaching according to **educational needs** of the student assigned including the setting and marking of work to be carried out by the students in school.

- **Assessing, recording and reporting on the development, progress and attainment of pupils.**
- **Promoting** the general progress and well-being of individual pupils or group of pupils assigned.
- **Communicating and consulting** with the parents of pupils.
- **Reviewing** from time to time the methods of teaching and programmes of work.
- **Handling various programmes organized by school.**

Professional Skills:

- Attended and participated in “**Child Protection “POCSO Act, 2012 (Pedagogy Community)**” on **21st January, 2024.**
- Attended and participated in “**School Quality Assessment and Assurance Framework”** on **18th February, 2024.**
- Attended and participated in “**Career Guru”** Training Workshop conducted by **Dheya Career Mentor** From **19th – 21st August 2020.**
- Attended the Workshop of an Iconic writer and poet **Ruskin Bond** organised by **RatnaSagar** on **9 Nov 2019 in Bangalore.**
- Attended the Workshop of **IIMUN** as honored as Guest of Honour at **Shri Vidyaniketan School,** on **21st – 23rd October 2019 in Tirupati.**
- Attended **International School Award Action Planning Briefing (British Council)** in the month of January 2015 in New Delhi.
- Attended **Enriching Education Workshop (British Council)** at Mysore from **28–31 January 2016.**
- Attended **Introduction to Core Skills (British Council)** at **New Delhi** on **16 February 2016.**
- Attended **Advanced course workshop on Critical Thinking and Problem Solving (British Council)** on **2nd and 3rd March 2016, New Delhi.**
- Attended workshop of **Red Cross Society** at **Mount Litera Zee School, Dehradun** in **2015.**

Computer Skills:

Office Package: MS Word, MS Excel, MS- PowerPoint etc.

Skills Set:

- **Leadership Skills**
- **Strategic Thinking**
- **People Skills**
- **Excellent Communication Skills (Both Written and Verbal) and Presentation Skills**
- **Commitment to Human Values.**
- **Team Player Skills**
- **IT Skills**

Other Qualifications:

- **One Year Diploma Course in Computer Application from NIIT (New Delhi)**
- **3 Months French Course in (Basic and Advance) from WEBEX (Dehradun)**
- **One Month Course in Presentation Skills from British Council, Kathmandu (Nepal)**
- **Six Months Course in Home –Maker from Y.W.C.A (New Delhi)**

Declaration:

I hereby declare that the information furnished above is correct and true to the best of my knowledge.

Thanks

Regards

Ms Jyotika Singh Rawat

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