

MANJU L. SHARMA

C/O Mr Ranjeet Kumar, , Badarpur, New Delhi-110044

Mobile- 6232405763/7898335983

Email- manjulsharma71@gmail.com

PROFESSIONAL SUMMARY

Experienced educationist, **presently working with Satya Academy High School, Ratahara, Rewa ,M.P.**, as Principal, with a demonstrated history of working in the education management industry. Skilled in Human Resources, Performance Management, Employee Engagement, Recruiting, and Employee Relations. Strong education professional with a Master of Arts (M.A.) focused in English Language and Literature/Letters.

SKILLS

- Academic administration (includes supervising and managing resources)
- Policy development and enforcement
- Goal planning
- Training and mentoring
- Verbal and written communication
- Multitasking ability
- Team Building and Team Bonding
- Energetic & Self Motivated

WORK EXPERIENCE

Satya Academy, Rewa, MP

April 2019- March 2020

Job Profile-Principal

Job description-

- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
- Supervised afterschool program to promote student growth and maintain safety for all attendees.
- Performed classroom evaluations to assess teacher strategies and effectiveness.
- Introduced modifications to methods of teaching and introduced new, effective instructional techniques.
- Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
- Encouraged interdepartmental and cross-functional teams collaboration in development and support of student activities, programs and lessons.
- Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.
- Administered standardized tests to evaluate student performance and progress.
- Built productive relationships with parents of students facing difficult situations at school or at home.
- Mentored newly hired educators and provided encouragement and feedback.
- Monitored student behavior and enforced discipline policies.

- Cultivated positive relationships between community members, school students and teachers.

Bhaskar High School, Rewa (M.P.)

June 09, 2018- April 06, 2019

Principal

Job description-

- As the Head of the office of the school - carrying out all administrative duties, as per the requisition at the Management's end.
- As the Academic Head- Monitoring all the activities needed for the growth of the school, including grooming of teachers as well as students.

**Geeta Jyoti School (Sr. Secondary)
(CBSE Board), Urrahat, Rewa, M.P.**

May 05, 2015 – Nov 08, 2017

Headmistress

Job description-

- ***Got the inspection for the upgradation of the school till +2 level conducted, successfully.***

As the Head of the office of the school carrying out all administrative duties :

- Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by CBSE and the Management.
- Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government / Board.
- Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.

As the Academic Head

- To innovate and maintain high standards in academically.
- To stimulate and facilitate curriculum.
- To ensure that curriculum is carefully considered, that programs and courses are staffed, equipped and delivered.
- Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- To encourage the intellectual and cultural development of students through extra-curricular activities.
- Supervise class room teaching and secure co-operation and coordination among teachers.
- Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books of established value and usefulness.

- **Planning**

- Responsible for ensuring that the appropriate academic planning process (schedule of classes) is in place and functioning efficiently
- Hold staff meeting once a month, review the work done during the month and assess the progress of the pupils.
- Help and guide the teachers to promote their professional growth.
- Make satisfactory arrangements for the supply of good drinking water and

provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.

Vishal International School,
(CBSE Board), Tigri , Greater Noida

Feb 03,2014- April 27,2015

VICE PRINCIPAL

Job description-

- Teaching
- Supervision
- Coordination
- Aiding the Principal in Administration, Academic and other fields.
- Responsible to look after the academic and daily administration of school.
- Promoting staff development initiatives that are designed to improve student performance.
- Providing positive leadership, motivate employees and serve as a role model to both teachers and students.
- Creating a positive school environment and maintaining or implementing an effective discipline plan to create a safe environment for students and staff.
- Reporting to the Principal.

Parvati Radhakishen Fomra School
(CBSE Board), Mathura

March 31, 2007 -January 17,2014

Job description-

The Transport In charge and a PRT (English and S.Studies)

- ***As the Transport In charge-***
 - ❖ Streamlined the transport system.
 - ❖ Arranged for the vehicles for trips and tours.
 - ❖ Dealing with the contractors (and drivers).
 - ❖ Ensured smooth functioning of the system (transport).
- ***As the PR person – tried the level best to***
 - ❖ Reach out to the people.
 - ❖ Make people develop a positive image of the institution.
- ***As a PRT***
 - ❖ Introduced filing of records.
 - ❖ Tried to recognize, respect and nurture the creative potential of each student to help the individual child achieve the desired level of performance.
 - ❖ Prepared exercises, questionnaires and assignments for students at various levels and scheduled each day to promote maximum student learning and enrichment.
 - ❖ Set up lesson materials, bulletin board displays and demonstrations.
 - ❖ Observed and evaluated students' performance, behaviour, social development and attendance.
 - ❖ Counseled the students to bring out desirable changes in their behavior and to improve their performance in academics.
 - ❖ Worked with other teachers and administrators to evaluate and revise school curriculum.

Ratan Lal Phool Katori Devi Sr. Sec. School

1st July 04 - 31st March 07

(CBSE Board), Mathura

PGT(English)

- Prepared a number of assignments and worksheets to help them reach the desired level of success.
- Fulfilled the responsibilities of the HOD, by maintaining departmental co-ordination.

N.S.Public School

1st Ap.1999 – 28th June 04

Mathura

➤ **As an Asstt. Teacher**

- ❖ Taught English, Hindi and S.Studies up to 8th std.

➤ **As office in charge-**

- ❖ Maintaining the records
- ❖ Data sorting and filing
- ❖ Planning the ways to reach out to people
- ❖ Ensuring the smooth running of the academics

QUALIFICATION

Academic:

- **M.A. (English)** from Jaipur University in 2000.
- **B.A.** from Calcutta University in 1990.
- **10+2** from West Bengal Council of Higher Secondary Education in 1988.
- **10th** from West Bengal Board of Secondary Education in 1986.

Professional:

- **MBA** from U P Rajarshi Tandon Open University (specialization in HR), with 72% marks, in 2011.
- **B.Ed.** from U.P. Rajarshi Tondon Open University in 2007.

PERSONAL DETAILS

Date of Birth : March 2, 1971
Marital Status: : Widowed
Languages Known : English, Hindi and Bengali.
Hobbies : Reading, Traveling, Drawing, and Singing
Strength : Strong will power and dedication to work.
Nationality : Indian
Salary Drawn : INR 40,000 p/m
Salary Expected : Negotiable

Date-

Place- Delhi

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