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| **RAJNI GILL – CV No 2009652**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

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| “…Rajni’s dedication to her students, parents and her colleagues is exceptional… consistently brings creativity and innovation into her lesson plans and classroom… Mr. J S KelloggPrincipalNutan Vidya Mandir, Senior Secondary School Dilshad Garden New Delhi “Her enthusiasm for teaching and genuine caring for her students is only surpassed by her instructional talents and resourcefulness…”“…she has my highest recommendation…”Mrs. DuckettPrincipal- Dehradun “She has proved to be dedicated, honest and reliable and as such has developed into a much valued member of the team. She has keen sense of humour, mixing well with her colleagues, often acting of her own initiative and displaying good leadership skill when deputizing for supervisor in their absence.”**Geoffrey B Wells** ManagerNHS, Winchester, United Kingdom | CV – RAJNI GILL***Teacher / Administrator***Dedicated, resourceful education professional with proven ability to create and monitor policies and practices that promote a safe learning environment, ensure a school culture that encourages continuous improvements for teachers and students and the community and mentor educators in the creation and implementation of class instruction, lesson plans, and student assessment in conjunction with state learning regulations. Detailed education knowledge and core skills include:Student-Centered Instruction/ Programmed Development/ Parental & Community Involvement Attendance and Grade reports/ Individual Education Plans/ Curriculum Development and Implementation/ Extracurricular Involvement/ Training & Development/ Budgeting and Forecasting Team-Building/ Educational Administration/ Classroom Management/ Instructional programming**QUALIFICATIONS****MA, Managing Contemporary Global Issues, University of Winchester, UK**Administrative /Management(This MA is an analytical degree which involved Research Techniques, Problem Solving and Group Working) **MA Research Field/THESIS**  : Identifying and managing Strategies (Government and Private) which are contributing both in India and abroad .**Degree awarded**: November, 2009 United Kingdom **B.Ed (Teacher Training), India** 1992- I T COLLEGE LUCKNOW Ist Grade MA ENGLISH - St john’s college Agra 2005**B.Sc in Botany, Zoology, Chemistry, University of Agra, Uttar Pradesh, India** 1989 – 1991 [Grade : II]**PRE-UNIVERSITY EDUCATION**Queen Victoria School, Agra, IndiaSecondary School (10 + 2) with Science SubjectsGrade : II Class**EMPLOYMENT/ WORK EXPERIENCE****IN INDIA & UK – TEACHING, AND ADMINISTRATION WORK**  A total work experience of 14 years makes me a perfect choice to qualify for the said position. Having worked as a teacher, mentor, and principal in my career span, I have developed thorough expertise in handling different job roles and responsibilities related to schooling and education. Having worked at core teaching positions, I possess thorough knowledge of difficulties and shortcomings related to the same and I’m well-acquainted with the improvements that need to be made to make the learning system strong and fruitful.Worked as a full-time teacher following student teaching practicum, instructing all academic subject areas to classrooms of up to 34 - 1stgrade to 8th grade students. Experienced as a Head Teacher in Delhi and Dehradun (Uttaranchal) since 1993 till 2006 and Vice Principal since 2014 till to date.**2016-till to date**-Principal **2014-2015** Vice Principal at Rella Bella International School**2009-2013**Administrative job at NHS Hospital Winchester in medical records. Special classroom teaching in Health and social care at the university level.Admin job at school as a head teacher at St Swithun’s school UK**2006-2009** Admin work for a cancer research charity in Winchester**2007-2008**Working with school of a role as supervisor in St Sweden School, Winchester, United Kingdom.**1995 – 2006** Science Teacher – Nutan Vidya Mandir, Delhi Assisting in Student Services OrganizationsSupervising Parent-Teachers Interaction Meetings, some involving the elderlyWorked as a co- administrator ay school in Delhi and in UK **1994 – 1995** Middle school Teacher – Scholars’ Home Schools, Dehradun**1992 – 1993** Volunteer Warden cum teacher in charge in Residential Hostel, Doon International School, and Dehradun.**LANGUAGES**Hindi (Native language) English (University of Cambridge Certificate in Language Skills) KEY CONTRIBUTIONS:.Earned high marks for the quality of classroom teaching, lesson plans and instructional materials used in teaching diverse subjects (e.g., language arts, math, science, social studies and computer science).* Developed innovative approaches that were held as the model standard for meeting district goals in areas including technology integration across the curriculum, experiential learning, literacy and diversity.
* Taught general education students and individuals with learning challenges within a caution
* mainstreamed, inclusive classroom.
* Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors. Led district-wide in-service on classroom management.
* Served on school committees and taskforces focused on curriculum development, textbook review, fundraising and anti-bullying efforts.
* Quickly became a “first-to-call” resource in current substitute teaching role, typically working five days per week. Personally requested by many full-time teachers to take over their classrooms during absences.

Primary , 6/07/1995 to 12/08/2006Stepped away from the classroom to develop knowledge and enhance career opportunities with Masters from University of Winchester. Worked with Patient Meal Service of the Trust’s Catering Dept for five years as Catering Assistant . Duties involve the presentation, service and distribution of meals to the Hospital’s wards.***Key Skills***

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| **Office Skills:** | Office ManagementRecords Management Database Administration | Spreadsheets/ReportsEvent ManagementCalendaring | Front-Desk ReceptionExecutive SupportTravel Coordination |
| **Computer Skills:** | MS WordMS ExcelMS PowerPoint | MS OutlookMS AccessMS Project | MS PublisherFileMaker ProWindows |

***Additional Skills***

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| **Skill Name** | **Skill Level** | **Last Used/Experience** |
| Case Planning & Management | Expert | Currently used/11 years |
| Community Outreach | Expert | Currently used/11 years |
| Program Administration & Policy Development | Expert | Currently used/11 years |
| Grant Program Management | Intermediate | Currently used/11 years |
| Fundraising & Donor Relations | Expert | Currently used/11 years |
| Staff Development & Supervision | Expert | Currently used/11 years |
| Life-Skills Counseling | Expert | Currently used/11 years |
| Fire, Health & Safety & Infection Control | Expert | Currently used/11 years |
| Food Safety in Catering | Expert | Currently used/11 years |
| Moving and Handling | Expert | Currently used/11 years |
| Vulnerable Adult Course | Expert | Currently used/11 years |

**PROFESSIONAL DEVELOPMENT**Classroom Management Literature Development Dimensions of LeaningLeadership Skills Discipline Management Team-Building TechniquesCurriculam-21st Century Special Needs Education Motivation- Make it WorkKinetic Learning Delegation Control Student-Centered Learning  |

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