**NAME Mrs. SHARAYU**

**SHARAYU.361250@2freemail.com**

**MARITAL STATUS**  MARRIED

1. **EDUCATIONAL QUALIFICATIONS**

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| **No.** | **College / University** | **Year of Graduation** | **Division / Marks Obtained** | **Qualification Degree** |
| 1 | REGIONAL COLLEGE OF EDUCATION, Bhopal, India | MAY 1993 | FIRST CLASS (67%) | B.Sc.- B.Ed. (Bachelor of Science – Botany, Zoology & Chemistry & Bachelor of Education, 4-Year Integrated Course) |
| 2 | PUNE UNIVERSITY, Pune, India | MAY 2004 | SECOND CLASS (50.5%) | M.A. Master of Arts – (English Language) |
| 3 | Shrimati Kashibai Navle College of Education, Yashwant Chavan Maharashtra Open University, Nasik | MAY 2010 | FIRST CLASS (63.7%) | DSM (Diploma in School Management) |
| 4 | PUNE UNIVERSITY, Pune, India | MAY 2012 | FIRST CASS (70.8%) | M. Ed. (Master of Education) |

1. **OTHER QUALIFICATIONS**
2. N.C.C – B & C Certificates, 1990-1991
3. Certificate of Merit from N.C.E.R.T for Essay Writing Competition, 1991 & 1992
4. MS-CIT (Maharashtra State – Certificate in Information Technology) Certificate Course, Dec 2003
5. **JOB EXPERIENCE**

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| **Period** | **Name of the school** | **Position** |
| Jun 2006 until Present | SINHGAD PUBLIC SCHOOL - Lonavala, Pune, India(Part to Sinhgad Technical Education Society, affiliated to CBSE, New Delhi) | **Secondary School Supervisor & Teacher** |
| Along with the duties of Secondary School Teacher teaching the subjects of English – Class 9 and Science – Class 8, I am handling the duties of Secondary School Supervisor as mentioned below* Duties as Secondary School Supervisor are Academic Planning of Entire School Year including Preparation of Class timetable for the academic year, Substitution Duties.
* Coordination of Examination which included preparation of Examination Schedule, Allocation of examination duties of teachers, Annual resource planning for examination such as stationery etc.
* Conduct of Staff Meetings and maintaining Minutes of the same.
* Planning for various school functions such as Annual Day, Republic Day and other celebrations of the School which includes nomination of various committees for various activities etc.
* Coordinator of Olympiad Examination for the School
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| Apr 2004ToJun 2006 | SINHGAD PUBLIC SCHOOL - Lonavala,Pune, India(Part of Sinhgad Technical Education Society, affiliated to CBSE, New Delhi) | **Secondary School Teacher** |
| * Worked as Science and Mathematics Teacher for Class 7

and as Science teacher for Class 8, Class 9 and Class 10 (CBSE Board) |
| Jun 2003ToApr 2004 | SHRI JAIN ENGLISH MEDIUM SCHOOL- Chinchwad, Pune, India(Part of Shri Jain Prasarak Mandal, Pune) | **Secondary School Teacher** |
| * Worked as Science Teacher for Class 7 and Class 8
 |
| Jun 1994ToJun 2000 | VIDYANIKETAN ENGLISH MEDIUM SCHOOL, Pimpri, Pune, India(Part of TATA Education Trust, Pune) | **Secondary School Teacher** |
| * Worked as Secondary School Teacher, teaching experience includes

Class 5 & Class 6 – English TeacherClass 7 – English, Science & Mathematics TeacherClass 8 – Science TeacherClass 9 & Class 10 – Science & Mathematics Teacher |
| Nov 1993ToJun 1994 | KENDRIYA VIDYALAYA (NO.1) - Dehu Road, Pune, India | **Trained Graduate Teacher**  |
| * Worked as Science Teacher for Class 6 and Class 7.
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| Aug 1993ToNov 1993 | KENDRIYA VIDYALAYA - Rangehills, Pune, India | **Primary Teacher**  |
| * Worked as Primary School Teacher for all subjects for Class 1, Class 2 and Class 3.
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1. **TRAINING WORKSHOPS ATTENDED**

I have attended the following programmes, organized by CBSE, on behalf of School for skill development;

1. **Continuous Comprehensive Evaluation Training (CCE)** organized by CBSE at Global School of Education, Pune.

2. **Adolescence Education Program (AEP)** organized by CBSE at Airforce School, Pune.- to train as facilitator for the School.

3. **Capacity Building Programme** organized by CBSE on Classroom Management at Sinhgad Public School, Pune.

1. **PERSONAL INTEREST & HOBBIES**
2. Reading on Indian Philosophy
3. Music.