**Mittal**

**Email ID:** mittal.381839@2freemail.com

**Career Objective**

**To serve the organization with positive attitude and efficiency. To make proper contribution, by virtue of my expertise and skills within an organization of high repute with a view to attain long term career.**

**Education**

* **Master of education** from Gujarat University in **2009**
* **Bachelors of education** from Gujarat University in **2006**
* **Master of Science (Biochemistry)** from Gujarat University in **2005**
* **Bachelors of Science (Biochemistry)** from Gujarat University in **2003**
* **H.S.C**. From GHSEB in **2000**

**Experience**

**R.H. Patel eng. Medium B.Ed. collage - Assistant Professor**

**20th July, 2017 – Present**

**Duties:**

* **Conduct various activities for Student Development like TeachingAid workshop and personality development sessions.**
* **Coordinate and conduct internship program for semester 4students.**
* **Help in stationary distribution.**
* **Set question papers for examination.**
* **Assess answer sheets of the students internally and externally (University).**
* **Teach various subjects like contemporary India and Education, Guidance and Counselling, Knowledge and Curriculum.**
* **Develop question banks.**
* **Participate in National workshop and other seminars.**
* **Participate in Co-curricular activities like Education visits, practical teaching in various school**

**Eloquence Play – Vice Principal**

**November 2011 to November 2012 – Educationist**

**December 2012 to December 2014 – Coordinator**

**January 2015 to June 2017 – Vice Principal**

**Duties:**

* **Teaching literacy in subjects like English through phonics and preparing worksheets and books for writing and reading skills.**
* **Helping children to gain numerical knowledge by teaching them with abacus counting with different objects like straws, plates, jumping in numbers, rhymes and other activities.**
* **Developing social awareness by planning for fieldtrips, pet shows, and excursions to local markets every year.**
* **Planning activities for gross and fine motor skill development through yoga and other games. Supervision and execution with the help of teacher’s support.**
* **Help the staff members to execute the prescribed curriculum with the assistance of audio visual aids.**
* **Planning of activities like science experiments, storytelling with eurhythmy and other techniques to develop student’s interest and abilities through creative activities.**
* **Regular updating from teacher’s for the growth of children.**
* **Guiding discussions and supervision in class activities of teacher’s by visiting their classes every day.**
* **Developing different worksheets, annual projects, assisting in selection of books for the proper marking and evaluation of student’s progress.**
* **Regular updating about the students’ progress to the head to discuss regarding individual progress and arrange patent teacher meeting every month to keep parents update about the child’s growth.**
* **Participate in seminars, events and workshops help within the local area.**
* **Performing extracurricular activities like happy feet on happy street, home visits, sports day.**
* **Developing a liaison between society and school by arranging blood donation camps, medical check-up camps and involving parents to support it.**
* **Interviewing teacher’s before final placements at regular basis.**
* **Developing school magazines like chatter box, circulars, procedure books.**
* **Hosting events like annual function, grandparent’s day with the help of staff members.**

**LEADERSHIP EXPERIENCE:-**

* **Helped colleagues to adapt new situation, overcome challenges in professional life.**
* **Used subordinate’s skills and talents and supported to resolve the problems.**

**Other Achievement**

* **Awarded for active participation by Mother Teresa’s Fund collection program.**
* **Awarded for obtaining proficiency in Science subject by KadiSarvaVidhyalaya Gandhinagar.**
* **Awarded for” Best Classroom Decoration” Event during Christmas by Eloquence Play.**

**Computer &amp;software skills**

* **Proficient in MS Office, Online Exploration, Blogs &amp; Social Networks**

**Personal details**

* **Date of birth – 3rdDecember 1982.**
* **Languages known: English, Hindi, Gujarati.**
* **Marital status : Married**