### Indrani E:\Jobs Docs\Photo Buju.JPG

Email: [indrani.3940488@2freemail.com](mailto:indrani.3940488@2freemail.com)

|  |  |
| --- | --- |
| **Synopsis :** | * **Seeking a position in Teaching / Administration, in an Educational Institution in Dubai.** * **Possesses Masters in Science & Graduation in Education, with 10 years of Teaching & Administration experience in 6 reputed Schools in the Middle-East & in India.** * Focused on professional growth, utilizing the skills & abilities in Teaching& Administration, while being resourceful, innovative & flexible. |
| Education :  **Qualifications :**  **Skills & Capabilities:**  **Experience :** | * **B.Ed. (Education)** (2007, from SNDT University, Mumbai, India) * **M.Sc. (Botany)**(1994,from University of Burdwan, W. Bengal, India) * **Teacher’s Training certificate** (2007, Destiny Education, Mumbai, India) * **English Language Training certificate** (2008, Oxford University Press, Mumbai, India) * **P.G. certificate in M.S. office** (SCE, Mumbai, India) * Expertise in delivering interactive Lectures while teaching the subjects Science& Mathematics in Schools, for the students of Std. V to Std. X. * Adept at Administrative work in Schools, including Admissions, Counseling, Coordination with teachers & the parents, & Report card management. * Expertise in Library management, including procurement, issues/return, cost control &improving the utilization of Library resources.   **The Asian School,** Kingdom of Bahrain (2012 – 2014)  Job profile as **Teacher**:   * Delivering lectures while teaching the subjects Science & Mathematics, for the students of Std. V to Std. X, & relevant Library management. * Administrative work including Admissions, Coordination with teachers & the parents, to enhance effectiveness of education.   **JH Ambani Petrochemicals School,** Nagothane, India (2008 - 2011)  Job profile as **Teacher**:   * Teaching the subjects Science & Mathematics, for students of Std. V to VIII. * Administrative work including Admissions, Report card management. * Library management, including procurement, issues/return, cost control &improving the utilization of Library resources.   **New Horizon Public School**, Navi Mumbai, India (2007 - 2008)  Job profile as Assistant Teacher:   * Delivering interactive lectures while teaching the subjects Science & Mathematics, for the students of Std. V to Std. VIII. * Administrative work includingCounselling of students, Coordination with teachers & the parents, for improved effectiveness of education. |
| 3.. | **Mahatma School of Academics & Sports**,Navi Mumbai, India (2004 - 2006)  Job profile as **Assistant Teacher:**   * Teaching the subjects Science & Mathematics, for the students of Std. IV to Std. VIII.   **St. Joseph School,** Navi Mumbai, India (1996 - 1997)  Job profile as **Teacher:**   * Teaching the subject Science, for students of Std. VII to Std. IX.   **A.G. Church High School,** Navi Mumbai, India (1995 - 1996)  Job profile as **Teacher:**   * Teaching the subject Biology, for students of Std. XII. |

#### Personal Information :

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth | 25th June, 1969 | Husband’s name / | Monilal |
| Gender | Female | Nationality | Indian |
|  |  | Languages known | English, Hindi, Bengali |