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

Email: indrani.3940488@2freemail.com

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| **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.
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| 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.
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|  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.
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#### Personal Information :

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