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**M**​**EENAKSHI**​

**Whatsapp no**​:+971504 75 36 86 ​**;**​​

Email:​​meenakshi-399004@2freemail.com

**OBJECTIVE**



Seeking a role in an educational environment to apply a passion for providing students with the best path for their educational endeavors to grow and flourish.

**PROFESSIONAL SUMMARY**



SEN Teacher & Nursery Manager with experience mentoring students ranging from elementary to college level both individually and in small mixed groups; specializes in at-risk students. Excellent time-management planning and presentation skills written and interpersonal communication proficiency and a dynamic ability to build positive rapport with several different populations.

Having a proven ability to empathise with individuals whilst retaining an objective and realistic approach to their treatment and therapy. Comfortable working and communicating with people from all backgrounds and having experience of mental disorders, learning difficulties,addiction, depression, marital difficulties and child-parent conflicts.

**EDUCATIONAL CREDENTIALS**



|  |  |  |
| --- | --- | --- |
| **➢ PG Diploma in Special Needs Edu.** | **APTT Institute, Canada** | **(Grade A+, 2019)** |
| **➢ Certification in Addiction Medicines** | **MCF** | **(2017)** |
| **➢ PG Diploma In Child and family Counselling** | **MES Institute** | **(71% ,A+ ,2016)** |
| **➢ BBA** | **Pune University** | **(64% ,2013)** |
| **➢ HSC** | **SNDT College** | **(66% ,2010)** |
| **➢ SSC** | **ICSE School** | **(49% ,2008**​**)** |

**CERTIFICATIONS**

* + **Fire Safety Fundamentals and proper use of fire extinguishers - Emirates Civil Defence Academy**
* **Certificate in Teaching kids with Learning - AP Teacher Training Institute - CANADA**
* **Paediatric First Aid Training from - HIGHFIELD UK**



**ADDITIONAL CERTIFICATE**

* **Pursuing CACHE 5**​Diploma in Leadership for children & young people’s services

**WORK EXPERIENCE**



**Most recent:**

**Nursery Manager , SEN Teacher & Admission Counselor**

​**30**​**th**​**December, 2017 till 27th February 2020.**

**Key Responsibilities :**

* **PLANNING/DESIGNING/COORDINATING -**​Creating monthly,Yearly and weekly syllabus andcalendar.
* **POLICIES & DATABASE-** ​- Developing all the necessary policies and ensuring all teachers andassistants are performing their duties as per the staff policy and maintaining database and files of old and new children
* **RISK ASSESSMENT**​- everyday in the morning checking all the classrooms, outdoor facilities andtoilets are cleaned and to check the risk assessment forms if the concerned person has checked.
* **FILES AND POLICIES** ​- ensuring all the documents, files and policies are updated in line with MOE.
* **FEES COLLECTION**
* **RECRUITING STAFF**
* **MONTHLY MEETINGS WITH STAFF**
* **MEDIATOR/COORDINATOR** ​- act as a mediator between staff and management,management/teacher and parents. Also, coordinating with bus drivers and staff.
* **ADMISSION COUNSELLING**​- maintaining walk-ins and phone inquiries records in excel sheet
* keeping it updated and sharing with the management on a weekly basis.
* **SAFETY AND HYGIENE**​-Visiting all classrooms and observing teachers, nannies and assistants interms of their behaviour, activities planned, hygiene inside the classroom, etc.

**Additional:**

* Psychological assessments of children and accordingly guiding the parents.
* Psychological assessment of candidates during the recruitment of teaching staff and non-teaching staff.
* Taking up parental group counselling sessions on early childhood foundation and related topics.
* Counselling teachers and other non-staff members as to how to identify and deal with children having learning difficulties and disabilities.

**Previous:**

**Child & Family Counselor and Nursery Manager at Eurokids International Pvt. Ltd., India**

​th ​

Was associated with Eurokids International Pvt. Ltd., India, as School Counsellor from 4 of January, 2016

​th ​

till 29 September, 2017.

​**INTERNSHIP**

**B.S.M School & Junior college, Pune, India.**

Provide comprehensive assessments of clients on which to base appropriate counselling interventions, or to make recommendations for referral to other healthcare professionals.

**Key Skills and Competencies**



* Experience of working with young people and vulnerable adults.
* Having a person centred approach towards counselling.
* Aware of policies and procedures regarding equal opportunities, child protection, risk assessment, confidentiality etc.
* Excellent communication skills having good command over English languages.

**ACHIEVEMENTS**



* Conducting Online counselling sessions through Skype as well as through my webpages on various social networking sites.
* Active member in cultural activities in school as well as college level.
* Event organizer in school & college annual function.
* Certification of successful Participation in Science Olympiad Foundation.
* Study skills certified​- ​considered essential for acquiring good grades and increasingly used in high schools.
* Practitioner in Flower Medicines (Homeopathic) - medicines which work only on our emotions.
* Counselling Group Session and motivational sessions covering audiences in cities like Pune & Mumbai (India).
* Felicitated for being the first ever Child and family counsellor in the community.



**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Gender :** | Female |  |
| **Date Of Birth:** |  | August 1992 |  |
|  |  |
|  |  |  |
| **Marital Status :** | Single |  |
|  |  |  |
| **Languages known:** | English, Hindi, Gujarati. |  |
|  |  |  |
| **Nationality:** | Indian |  |
|  |  |  |
|  |  |  |  |

(The information given in the document is true to the best of my knowledge and I take the sole responsibility of the content written. This resume cum curriculum vitae contains all of my professional and social information till date and can be used as per the required need. – UNDERSIGNED.)

**(Meenakshi)**

**Date:**

**Place:**