

# Namrata Majhail

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## PROFESSIONAL SUMMARY

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- A qualified educationist with 20 years of extensive in-depth exposure to the entire spectrum of education system i.e. planning & implementing integrated solutions in Curriculum Planning, teaching Techniques, lesson planning , Administration, Class Room Management and teaching the students up to graduation level.
- M.A. ENG and B.Ed., with distinction in Linguistics.
- Demonstrated leadership style which is strongly inclined towards leading by personal knowledge and effective results.
- Yields influence on students and bring to the fore, the core objectives of education.
- Exhibit practical solutions and focus on all round development of the students.
- Undertaken initiatives which reflected strong rooting in 'what has to be done' at every stage.
- Possess good communication and documentation skills.
- Consultant Grader for Westwood, Massachusetts (USA)
- Attended and conducted numerous Workshops with eminent authors and academicians on the topics related to CCE and Teaching of English.
- Acquired a certificate for course on "The value of Drama in Classroom" conducted by Mr. Lewis Frost.
- Presently associated with Pearson and Longman Publication for editing and creating resource ,has already edited books for classes V-VIII of Celebrate series.
- Understand the needs of 21<sup>st</sup> century students
- Strong believer of activity based learning.

## DOMAIN EXPERTISE

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Planning & Management

Public Relation Skills

Linguistics

Mentoring Skills

Human Resource Management

Event Management

Communication Skills

Editing

Training & Development

Change Management

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## ACADEMICS

- Master's Degree (English literature) from Guru Nanak Dev University

- Bachelor's Degree (English, Maths, Music) from Guru Nanak Dev University
- Bachelor of Education (English and Maths) from Guru Nanak Dev University
- Vishard in Music Vocal Prayagraj University Allahabad.
- University of Cambridge ,ESOL Examinations in three Modules; language and Background to Language Learning and Teaching ,lesson planning and use of Resources for Language Teaching, Managing the Teaching and Learning Process.
- Advance Course In computer Applications

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### WORK EXPERIENCE

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#### The Head Mistress of Pallavi Model School, Secunderabad

##### The Growth Path

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| • Pgt. at Guru Harkrishan Public School, Amritsar     | 1990      |
| • Lecturer at Chatterpati Sahu Institute , Kolhapur   | 1991      |
| • Prt. at happy hours School , Hissar                 | 1998      |
| • Tgt. at Army School Kapurthala                      | 2001      |
| • Tgt. at Kendriya Vidyalaya, Tezu, Arunachal Pradesh | 2003      |
| • Tgt. Army School, Jhansi                            | 2005      |
| • Pgt. Army School, Roorkee                           | 2008      |
| • Pgt. Army School, Pune                              | 2009      |
| • Pgt. Vidya Valley School, Pune                      | 2010      |
| • Headmistress, Pallavi Model School, Secunderabad    | 2011      |
| • Principal, The Orchid School,Pune                   | Till Date |

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### PERSONAL ATTRIBUTES

- Leadership qualities like co-opting the team into goal-setting, leading by example, maintaining an ethical & equitable workplace
- Possess essential managerial qualities like professionalism, the ability of deliberate thought, constructive resilience, drive and determination
- Highly energetic and passionate
- Superior and effective communication skills
- Ability to consider challenges as opportunities for both learning and setting higher benchmarks
- High understanding of different needs and ability of the children.
- Can achieve high results in any given situation. Always achieved 100% results in all board classes.
- Handled various duties as Editor of school magazine, Academic In-charge, President of Rrotract Club, President of Literary Society.

- Established language lab at Army School, Roorkee with collaboration with IIT Roorkee.

### **PERSONAL DETAILS**

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Date of Birth : 23rd November 1968

Languages known : English, Punjabi and Hindi

Interests : Singing, Writing and Travelling