

MONA NARANJE

ASSISTANT PRINCIPAL



CONTACT

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✉ mona.naranje@yahoo.co.in

📍 Bangalore, India

SKILLS

- Curriculum Development
- Collaboration
- Classroom Management
- Communication
- Educational Management
- Staff Management
- Analysis
- Innovation
- Professional Development
- Strong Leadership skills
- Student Counselling

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)

REFERENCE

Rev.Fr Paul D'Souza

School Principal, Bangalore

Phone: 09686926058

Phone: 09061198543

Dr. Sreedhar Saraswati

Neuroscientist, Child
Psychologist

Phone: 08861132535



SUMMARY

Highly experienced with more than 15 years in education sector and administration. Exceptional leadership, communication and problem solving skills. Committed to creating a safe and positive learning environment.



ADDITIONAL CERTIFIED COURSES

1. Administrative skills
2. Leadership and Management
3. Interior Designing
4. Travel and Tourism
5. Hotel Management

EDUCATION

Masters of Business Administration in Human resource 2017-2019

Gandhi Institute of Technology and Management

Masters of Arts (Hindi) 2012-2014

karnataka state university

Bachelors of Education (Hindi and Bio science) 2008-2010

lucknow University

Bachelors of Education (Science) 2017-2019

Singhania University

Bachelors of Science 2001- 2004

Nagpur university



WORK EXPERIENCE IN UNITED KINGDOM (SURREY)

Currently employed as a Manager in the Hospitality sector in Camberley, United Kingdom, since 2021.

Responsibilities encompass guest relations, team management, and overseeing daily operations.

WORK EXPERIENCE IN SCOTLAND

Worked as a *primary school teacher* in Scotland from 2020-2021.

WORK EXPERIENCE IN BANGALORE (INDIA)

High School Coordinator /Assistant Principal

Assisted the principal with elementary school management and daily activities.

Provided daily reports on operational, educational, vocational, and administrative matters.

Implemented new teacher evaluation and student testing standards to ensure academic success.

Advised, disciplined, encouraged, and counseled students as needed.

Monitored safety measures and security policies meticulously. Enforced classroom and administration policies consistently.

WORK EXPERIENCE IN MAHARASHTRA

Primary Teacher for CBSE School, Maharashtra

1.Assessing and evaluating students work by setting and marking tests and other forms of assessment.

2.Preparing lesson and lesson plans .

3.Organising cultural events and various competitions intra and inter schools.
