

Kirti kamlakar Joshi

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PROFILE

Passionate about engaging students on all levels,using different ways of teaching methods including drawn illustrations or visual presentations

EXPERIENCE

***Branch coordinator and teacher at Anibee Preschool,Koramangla,Bangalore.....March 2022-Till now**

***Admission counselor, NEW PUNE PUBLIC SCHOOL(CBSE)May 2017-May2018(Pune)**

- 1) Handling Inquiries and converting them into Admissions
- 2) Replying to mails as well as calls
- 3) Help the institution to get enhanced reputation
- 4) Building positive image of institution through press release, and maintaining contacts with public
- 5)Maintaining record of admissions,as well as other official work

***Public Relation Officer, DARSHAN ACADEMY (CBSE)Jun 2016-May2017 (Pune)**

- 1) Handled admission inquiries and converted with 80%efficiency into admissions
- 2) Communication between heads and parents as well as staff
- 3) Planning promotional activities
- 4) Preparation of admission and daily information reports, reverting to mails
- 5}Take parents on a school tour.
- 6) organize public events, catering arrangements, annual activities in school

***Public Relation Officer, and teacher KIDZEE INTERNATIONAL SCHOOL and BS kids.... Jun2015-May2016 (Parbhani)**

- 1) Handled admissions as well as inquiries and converted with 90% efficiency
- 2) Maintained school office records
- 3) Communicated between Bombay head office and local office heads
- 4) Reverted to mail inquiries
- 5) Created ppt presentations for great understanding of parents, presented whole year plan to parents

EDUCATION

1)Master's (Biotechnology).....May 2009

3) completed ECED certificate course with "Safal women's Academy"-2020

{learned about-lesson plans,Art and craft activities,creative teaching methods,Activity based teaching,motor skills}