



MONALIKA JHA

COORDINATOR

EDUCATION

PGDBA from SCDL PUNE,
B.B.M from G.G UNIVERSITY BILASPUR
E-COMMERCE from PENTASOFT

WORK EXPERIENCE

Total work experience: --10 yrs.
TCIS Varthur—working as PYPC till date
Harvest International School, IB PYP WING--May 2019
Silveroaks International School --June 2014 to April 2019
Little stoke school-UK--Worked as a Volunteer Teacher

SKILLS

Communication
Decision making
Good time management
Computer skills
Record keeping
Analytical skills
Project management
Exceptional writing skills

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When I am not in my official duties or in a classroom, I enjoy traveling and yoga sessions. The yoga sessions help me concentrate and focus on the task at hand. These sessions have proved very helpful in improving my focus and decision making.

PROFESSIONAL SUMMARY

- Performed human resource activities such as hiring, training and termination regarding legal requirements.
- Built a healthy reproductive relationship with parents, in order to face the challenges in school and home.
- Communicated policies and procedures to parents regarding student discipline.
- Adhered to regulatory funding sources across all programs and outcomes.
- Supervising the orientation of new administrators and teachers.
- Meeting with parents to solve issues and conflicting education priorities.
- Increased student's mathematics score by 15 percent through special attention and private tutoring.
- Implementing reading workshops to support reading programs of the school and student literacy.
- Enforcing mentoring programs for students to increase their enthusiasm for learning and development.
- Changing the general education curriculum based on instructional technologies and techniques for our special-needs students.

Workshop Conducted

- Early childhood stem education
- Implementation of Stem Education (Prep till grade 3)
- How to enhance reading skills in children
- Making pyp happen
- Learner profile
- Approaches to learning and teaching

Workshop/
Training attended

- Enhanced pyp
- MAKING PYP HAPPEN CAT-1
- ASSESMENT IN PYP CAT-2
- Story session By JEEVA RAGHUNAATH
- SAIBSA JOB ALIKE SESSION at **Neev Academy**
- AN INQUIRY INTO INQUIRY
- LITERATURE FEST AT NEEV ACADEMY
- IB STANDARD AND PRACTICES
- CONTINUOS IN-HOUSE WORKSHOP BY PROFESSIONALS