

## Archa Mishra

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**Aspiring for Development, Opportunities and Challenges in Hindi Study. Hindi at Educational Level.**

### PROFESSIONAL SYNOPSIS

- A dynamic professional with **nearly 6 years'** experience in Production Planning & Controlling in Social Management, Social Studies Resource Management.
- Expertise in managing Teaching and Managing operations with key focus on optimal utilization of resources.
- Well versed with all aspects of Social Science and Management. Result oriented record of streamlining the working SOPs for enhanced operational effectiveness.
- Adept in managing operations involving resource teaching planning, in-process inspection, development and co-ordination with teaching job as well as internal departments.
- An effective communicator with excellent relationship building & interpersonal skills & organizational abilities. Possess a flexible & detail oriented attitude.

### EMPLOYMENT CHRONICLE

#### Working with

Currently working at Gitanjali School as a Senior Teacher Apr-23 to Till  
Date

Worked with Vidhya Vikash School Panatur Bangalore 06-12-2022 To Apr-23

#### Worked With

kendriya vidyalaya Mandsaour As a Teacher (TGT/S.ST) 12-08-2013 to 28-03-2015

Jawahar Navodaya Vidyalaya Morena As a Teacher (TGT/S.ST) 16-07-2012

Kendriva vidyalaya SHIVPURI As a Teacher (TGT/S.ST) 01-07-2011 to 28-03-2012

Kendriya Vidyalaya, Datia ( As a Teacher (PRT) 03-07-2008

ITPITM Computer College Gwalior (As a Computer Teacher)

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|---------------------------------------|----------------------------------|
| <b>E.C.S. Bag Less School, Morena</b> | <b>(As a Teacher (TGT/S.ST))</b> |
| <b>E.C.S. Bag Less School Gwalior</b> | <b>(As a Teacher (TGT/S.ST))</b> |
| <b>Modern High School, Gwalior</b>    | <b>(As a Teacher (TGT/S.ST))</b> |
| <b>Centre Academy High school,</b>    | <b>(As a Teacher (TGT/S.ST))</b> |

### **THE ACCOUNTABILITIES:**

#### **Social & Operational Management**

- Conceptualizing & screening Teaching, planning processes and conducting feasibility studies, determining the viability based on the regarding parameters.
- Managing the responsibility as a Teacher.
- Establishing Key Teaching and Management systems as required.
- Implementing & controlling the related parameters for Teaching.
- Carrying out “Customer Retention Activity” through planned service follow-ups & campaigns.
- Handling Operational Management and Assessment of Key Ratios & Indices to monitor Teaching’ Department Performance.
- Preparing Teaching Schedules / plans.
- Managing timely planning’s and ensuring the achievement of required etc.
- Carrying out “Teacher Promotions Activities”

#### **Quality Management**

- Conducting inspection of all Teaching Parameters.
- Utilized multiple evaluation methods, from informal to formal.
- Analyzing existing processes / procedures; conducting analysis for finding out duties and suggesting improvements measures.
- Carrying out the Internal Audits on periodic basis.

#### **Resource Management**

- Verifying and preparing indent for required parameters.
- Identifying and developing potentials for achieving cost effective purchases of Raw Materials; achieving reduction in prices and timely deliveries.
- Managing all the activities related to Parts Operations.

#### **Relationship Management**

- Interacting and coordinating for understanding the technical requirements; ensuring quality and timely planning’s for enhancing relations.
- Managing organizational relation and delegating work schedules for smooth functioning of operations & ensuring high levels of health & safety at work place.
- Managing, Implementing and Tracking the activities for better Relationship Management.

### **NOTABLE HIGHLIGHTS:**

**Successfully implemented system and handled Organizational Management viz.:**

- Participated in establishing goals and objectives for the classroom.
- Utilized multiple evaluation methods, from informal to formal.
- Created and implemented lesson plans.
- Managed classroom of 25 students, 2 with ADD
- Organized games and tutoring for up to 35 students.
- Supervised 5 lead counselors.
- Tutored students in all subject areas.
- Led reading time.

### **SCHOLASTICS**

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- **Pursuing M.A. in Hindi from IGNOU University.**
- **M.A. psychology Jiwaji University, Gwalior in 2011-2012**
- **M.ED. jiwaji University, Gwalior in 2009-2010**
- **B.Ed. from Jiwaji University, Gwalior in 2006.**
- **M. A. Geography from APS University, Rewa MP. In 2003**
- **B.A. From APS University, Rewa, MP in 2001.**
- **Intermediate from MP Board, Bhopal in 1998.**
- **High School from MP Board, Bhopal in 1996.**

### **PROFESSIONAL ENHANCEMENTS & IT SKILLS**

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- **PGDCA** from Jiwaji University, Gwalior in 2007.
- **Operating System** : Windows
- **Language** : C, C++
- **Microsoft Technologies** : MS Office, MS Dos, FoxPro, DBMS.

### **HOBBIES**

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Reading, Playing Badminton, Traveling, Singing, Listening music,  
Astrology – Hand reading, Face reading, Kundali Shastra.

### **PERSONAL VITAE**

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|---------------------|----|------------------------------------------------------------------------------|
| Address             | :- | A-2 304 Second floor Near Chandra Gupt Square<br>Shalimar Swam Indore 452001 |
| DATE OF BIRTH       | :- | 5th MAY 1987                                                                 |
| MARRITAL STATUS     | :- | MARRIED                                                                      |
| COMMUNICATION SKILL | :- | HINDI, ENGLISH                                                               |
| NATONALITY          | :- | INDIAN                                                                       |

### **DATE:**

**ARCHA MISHRA**