

RESUME – Ranjeeta Prajapati

CAREER GOALS

To facilitate and lead preschool and junior school in a professional and challenging environment contributing the maximum to the organization and growing synergistically with it.

CAREER SUMMARY

Served as **Academic Head** - Kindergarten and Junior School at **Sunbeam School**, Bhagwanpur, Varanasi

1. 2004 - 2009 Foundation Year and Primary Teacher - Sunbeam School
2. 2009 - March 2020 Academic Coordinator - Sunbeam School
3. Oct 2020 - May 2022 Phonics Educator & Math Educator in Vedantu
4. May 2022 to April 2023 Academic Coordinator - Klay Preschool Bangalore
5. Center Head. Little Millennium,
Primary Coordinator.... Millennium World School
6. Presently. Vice Principal Primary Narayana Group

Expertise

1. Assisting the Principal in sourcing and recruiting qualified teachers and assisting in orientation, retention, development and monitoring of teachers.
2. Curriculum planning, development and execution, teacher's and class observation, guiding and supporting teachers in various areas.
3. Managing the academic performance of academic staff and learner's progress
4. Leading academic workshops and empowering teachers with effective tools for education
5. Motivating teachers and learners through interactive sessions.
6. Planning and organizing events.
7. Setting up preschool from scratch - Sunbeam Indiranagar was setup by me as centre head.

8. Taking care of the Admission Process.
9. Meeting parents to discuss students' progress.

PROFESSIONAL EXPOSURE

- Pastoral Guide Workshop
- I discover I workshop
- Pre-primary workshop pillars
- Innovation Teaching Skills Workshop
- Teacher Empowerment Programme
- Logophilia Workshop
- ASSET QMC Workshop
- STEAM Workshop
- Leadership Workshop,
- Art of Learning Workshop
- Designing teaching aids workshop
- Jodo Gyan Workshop
- Computer Training Workshop
- Quality Circle Time Workshop

EDUCATIONAL QUALIFICATION

- Graduation 1991 MGKVP (English, history, sociology)
- Intermediate 1991 RKGIC (English, Hindi, Physics, Chemistry, Biology)
- High School 1989 GR school (English, Hindi, Physics, Chemistry, Biology)
- B.Ed. under IGNOU
- NTT (Nursery Teacher Training)

GET IN TOUCH

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HOBBIES

Poetry Writing (Published two series of **My Poetry My Feelings**)