

Curriculum Vitae

Ashwitha Banu

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I have 5 years of experience of teaching, administration and management of school activities. Have vast experience and expertise in heading a team. As a head of managing an educational institution.

1 year as a teacher at Gulf asain english school, sharjah, UAE.

1 year as a teacher at DELTA ENGLISH SCHOOL, Sharjah, UAE.

2 years as a H.M at kunil Ilm Institution (CBSE) Mangalore, India.

1 year as a teacher at Kunil Ilm Academy (CBSE) ,Mangalore, India.

My biggest strengths which helped me to achieve a successful head position are my ability to solve the problem efficiently, excellent communication skills and management ability.

OBJECTIVE:-

To work in a challenging and dynamic environment and use my expertise for the growth of the students and my happiness.

EDUCATIONAL QUALIFICATION:-

M.A History in 2013 to 2015 from Sikkim Manipal University, India.

B.Ed English and History in 2011 to 2012, St. Aloysius College Mangalore University , India.

B.A Economics, English, History, Hindi, St. Aloysius College Mangalore University, India.

Skills:-

I am well versed with the usage of Microsoft office tools namely Microsoft word powerpoint and excel.

Also have mastered to operate the internet and email efficiently.

Good in activities, project works,

Dance and sports.

Friendly as well as strict.

WORK RECORD AND EXPERIENCE:-

- 1) As a H.M of the school, I manage the day to day activities and overall administration of the school. I oversee faculty and staff.
Monitor and motivate the performance of teachers and office staff and Non teaching Staff. I also participate in the recruitment process for new teachers.

- 2) Conducting Open Houses, Seminars and orientations Etc.
Have meetings with the parents association and help them understand the motto of the school.
Organized art and craft mela, science exhibition and a state level drawing competition in the school.

- 3) Conducted various activities like:-
Plantation day, kite day, investiture day, Sports Day, Annual Day Plantation Day Etc.
Important Day Celebration Like: population day, teacher's day, childrens day, independence day.

PERSONAL DETAILS:

D.O.B : 15/02/1991
Hobbies : craft works, travelling, cooking.
Passport number : P 3128840
Passport Issue Date : 04/07/2016
Passport Expiry date : 03/07/2026