

*Lifetime Journey in
Education Sector as Head Mistress*



RAKHI PURI



Education History

I have 21 years of experience in providing visionary leadership and imparting quality education to a wider range of students. Currently, I am spearheading as a **Headmistress with Delhi Public School, Amritsar**. I am innovative and experimental attitude towards the teaching process, as well as towards the curriculum, developing student-centered, congenial learning techniques to instill enthusiasm towards studies in students. **I believe in the power of instilling virtues among students who not only grow up to becoming able professionals, but also better human beings.**

At this stage I find myself to be groomed enough to look outward and explore the possibility of placement at a suitable professional position with higher responsibilities. A tour through my enclosed resume shall familiarize you with the details that I am confident in my credentials and you would find a perfect fit for the said job.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Clickable Links

-  **Permanent Address:**
#227, Shivala Colony, Shivala Road, Amritsar - 143001
-   **E-mail:**
rakhikhaneja@gmail.com
-   **Phone:**
+91 9855586227
-   **LinkedIn:**
[Linkedin.com/in/rakhipuri](https://www.linkedin.com/in/rakhipuri)

Summary Of Skills

Dedicated and innovative Educationist with rich academic and administrative experience; **offering an illustrious career in various renowned Institutions**, seeking assignment to be involved in implementing new systems and improving existing education processes by leveraging vast experience in Education Sector.

Currently spearheading as a **Headmistress with Delhi Public School, Amritsar**

- Superior record of **promoting the welfare of the institution by enhancing staff efficiency and productivity** through efficient administration, effective motivation and guidance; adept in facilitating social and intellectual growth of students by creating an atmosphere of mutual respect and open communication.
- Rich experience in **Educational Administration, Curriculum Development & Implementation**, Extra Curricular Involvement, Student Individual Development, Discipline Management and Parental Guidance and Involvement
- **Accomplished mentor with sound track record of creative scholastic achievements**; demonstrated expertise in planning, organizing, coordinating and monitoring all types of academic activities for the overall development personality of students.
- Highly skilled in **interacting with diverse populations of students at a variety of academic levels** with skills in recognizing, respecting & nurturing the creativity of each student and responding to all queries in a spontaneous manner.
- Motivated, **dynamic and single-minded in pursuit of excellence with flair for connecting with young minds** and nurturing as well as fostering their development to their utmost potential; proven abilities in coordinating with students demonstrating a caring and empathetic attitude.
- Possess personal traits of **punctuality, perseverance and diligence; exceptional communication**, analytical and co-ordination skills; ability to use sound decision-making skills and effectively perform in a self-directed work environment.

Teaching & Mentoring • Training & Development • Student Counseling
• Administrative Operations • Student Welfare • Cross Functional Coordination • Curriculum Design & Development • Cooperative learning • Differentiated Instruction • Student Centered learning
• Student Assessment

Core Competencies

Highlights

- **Functioning as an Event in-charge and organizing several events like:-**
 - o Annual Theatre Festival for classes (I, II and III) - inviting eminent personalities.
 - o Annual show: "Yeh Hai Jallian Wala Bagh" classes (VI to IX)
 - o Annual show: Eight fold path of Lord Buddha.
 - o Christmas Carnivals
 - o Annual Show: Story of Rivers
 - o Environment quiz
 - o Mother's Day Celebrations
 - o Summer Camp
 - o Special assemblies (National Festivals and Religious Festivals)
 - o Joy of giving (Daan Utsav), etc.
 - o Annual theatre festival for classes (IV-X)- Samarpan.

Professional Experience

DELHI PUBLIC SCHOOL, AMRITSAR Since 2005 Headmistress (2015 - Till Date)

Science & Mathematics Teacher (2005 - 2015)

- Providing strategic inputs and vision & mission to implement new and advanced educational technologies.
- Demonstrate excellent management and organizational skills to ensure college decorum and discipline as well as well being of the students.
- Significantly enhancing classroom learning environment and acting as a Facilitator to promote student leadership in initiating and creating positive learning opportunities.
- Creating comprehensive classroom assessment methods and techniques, adopting effective tools that are compliant with the school standards.
- Proactively exploring and implementing innovative teaching techniques to accelerate learning process among students.
- Coordinating with the Faculties to implement innovative methods of education thereby continual enhancement of their knowledge.
- Enforcing strict discipline and ensuring general compliance with office systems and procedures.
- Handling the entire gamut of functions related to managing institution, maintaining the infrastructure and effectively managing the administrative functions to ensure seamless operations.
- Visiting classrooms, observing teaching methods, reviewing instructional objectives, and examining learning materials.
- Managing & directing teachers, office staff and support staff, providing guidance on the goals of achieving excellence in academics, extra-curricular activities as well as holistic development of students.

SPRINGDALE SENIOR SCHOOL, AMRITSAR 2003 - 2005 Science Teacher

- Assumed overall responsibility of a devoted educator covered professional development, assessment of students and participated in staff meetings.
- Efficiently identified, selected and modified instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Identified areas of improvement while worked with students and effectively coached them to improve their performance consistently.
- Collaborated with teachers on lesson plans and performed administrative tasks viz. monitoring attendance, managed student portfolios and provided individual assistance to the students.

Education

M.Tech. (Information Technology), 2014

Karnataka State Open University

B.Ed. (Science), 2008

Jamia Milia Islamia University, Delhi

B.E. (Electronics & Telecom), 1998

Jawaharlal Nehru Engineering College, Aurangabad

Certifications

- Certificate of Mentor in Social Innovative Relay by Junior Achievement.
- Certificate of programme Coordinator by ATAL NITI AYOJ.
- Certificate in Professional Development of Educational management by Delhi Public School Society, New Delhi
- Certificate in The three energies of E-Learning by Delhi Public School Society, New Delhi
- Certificate in Gifted Education Strategies by Delhi Public School Society, New Delhi
- Certificate in Career Inclination for middle school by Delhi Public School Society, New Delhi
- Certificate in Exchange of Ideas: Blended and Hybrid mode by Delhi Public School Society, New Delhi.

Workshops Conducted

- Conducted workshop on peer pressure for grades (I- III)
- Anti bullying for grades (IV- V)
- speak up for yourself for grades (IV-VIII)
- Professional dressing up and Ethics for teachers
- 21st century learning Skills for grades (I- X).
- Evaluation for Improved Pupil Performance (VI- X)
- Communication Skills for teachers
- Cyber security and Ethics for students of classes (IX-X)

Awards and Accolades

Excellence Award -2021 by International United Educationists' Fraternity - **26th December 2021**

Best teacher Award- 2022 by Sahodya Schools Amritsar - **5th September 2022**

Global Influencers Award- 2022
- **10th September 2022**

India Inspirational Women Award- 2024
- **8th March 2024**

Special Duties

- Academic coordinator classes (I-VIII)
- Member Of School Discipline team
- Member Grievance redressal committee.
- Incharge- Sexual Harassment committee.
- Member Event management committee.

References Available on request