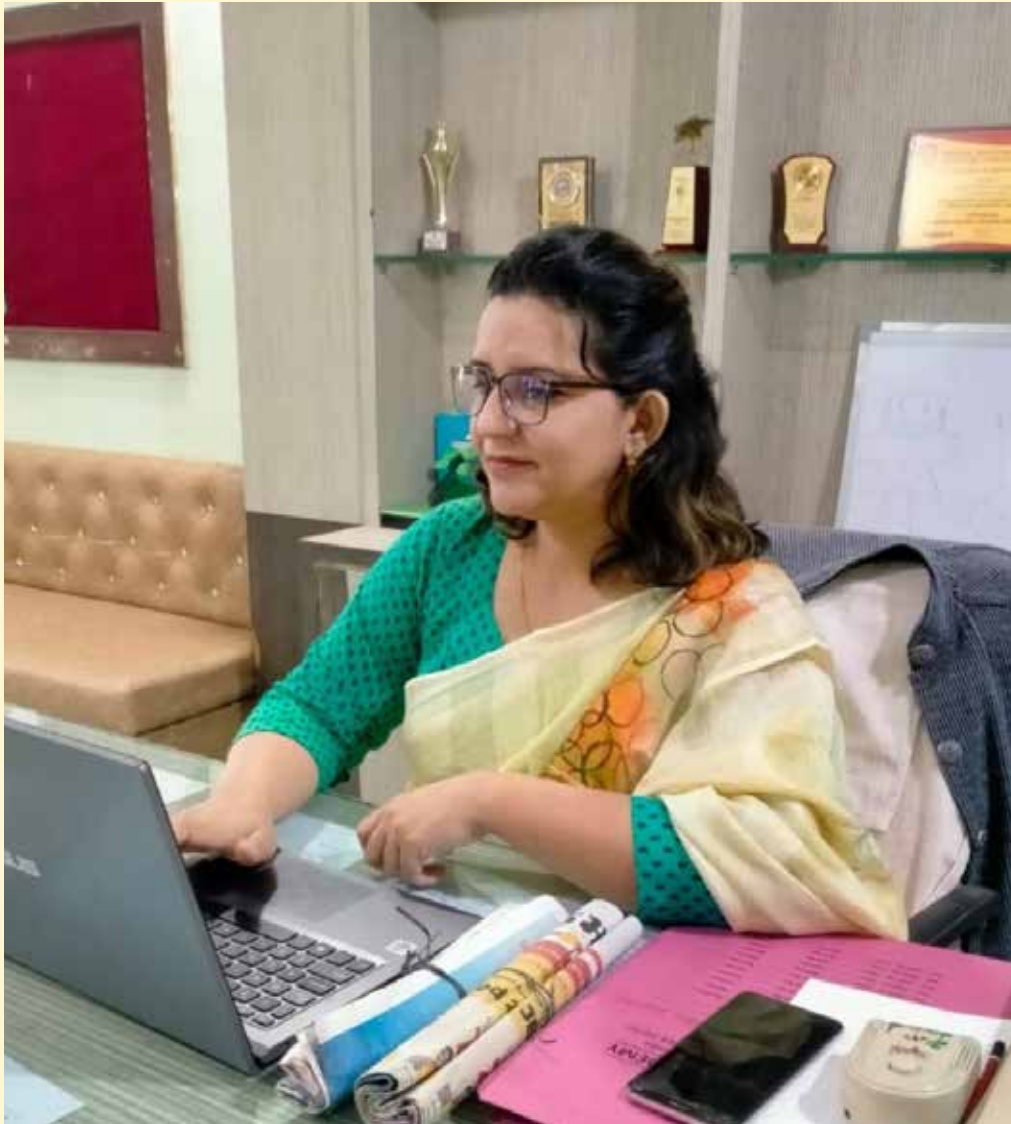


# *Lifetime Journey in Education Sector as Principal*





**RENU SINGH**



### *Career Objective*

To continue my role being Principal in an educational institute. My extensive experience in teaching , administrative skills can aid in better school functioning.

Clickable Links

  **E-mail:**  
[rs49852@gmail.com](mailto:rs49852@gmail.com)

  **Phone:**  
9644958817

## *Professional Qualifications:*

- TEFL /TESOL Asian college in Bangalore
- B.Ed. from Maharishi Dayanand University Haryana, India.
- 1 Year diploma in child education and its applied Psychology.
- 1 year diploma in health culture and yoga
- Meditation teacher trainer ( six months course)

## *Academic Qualification:*

- Master in Arts (English), C.H. Charan Singh University of Meerut, U.P. 2009
- Bachelor in Arts (English, Hindi, History), C.H. Charan Singh University of Meerut, U.P.2007
- Intermediate certificate (Science), Allahabad board of Uttar Pradesh, India 1998
- High School certificate, Allahabad board of Uttar Pradesh, India 1996

## *Career History*

**“12-year work” being principal (February 2012 to present**

**INDER PRABHA SHARMA SEN. SEC. GIRLS’ SCHOOL,  
DEWAS. M.P.**

### **Responsibilities:**

- Plan, control and direct the overall activities of the school with 827 students(Prep -Grade 12) and 46 teachers, 29 non- teaching
- Modified the general education curriculum for gifted learners based upon a variety of instructional techniques and technologies
- Implementation of reading and writing workshops to increase student literacy and support school reading programs
- Collaborating with the team of faculty to develop remedial coaching for slow learner or needy learners
- Organizing sports day, cultural programs, celebrations of state and national festivals, events involving each student and faculty members of school
- Identified warning signs of emotional or developmental problems and reported to parents
- Fostered meaningful relationship among students through field trips, teamwork community service projects
- Regularly supervised and supported classroom teachers in implementing appropriate curriculum, lesson plan , notes for her students
- Observation of financial matters involving accountant
- Meet with parents to resolve conflicting educational priorities and issues
- Planning curriculum and activities
- As center superintendent,, observer, appointed by CBSE
- Selected as inspection committee member for other schools affiliation
- State board relating to RTE, SCHOLARSHIP, MAPPING etc.

## *Career History*

### **December 2010 to January 2012**

Worked as PGT English cum school coordinator  
(Inder Prabha Sharma Girls School, Dewas,M.P.)

#### **Responsibilities:**

- o Reported on student progress , behavior and social skills to parents
- o Graded tests and papers and recorded grades for teaching staff
- o Assisted in preparing reports and paperwork for parent teacher conferences
- o Planned and led activities to develop students physical emotional and social growth

## *Training:*

- o Train the trainer programme (7 days)
- o CBSE master trainers trainings, CPD trainings (offline) and online trainings time by time

## *Skills*

- o Create positive environment.
- o Curriculum development
- o Hiring, training and supervision
- o Financial administration
- o Managing skills
- o Leadership ability
- o Interpersonal skill
- o Adaptable

## *Hobbies*

- o Listen to music
- o Reading motivational books
- o Languages Known
  1. English
  2. Hindi
  3. Sanskrit

## *Personal Details*

- o Husband: Late Shri Rajeev Kumar
- o Date of birth: 16th Apr.1981
- o Marital status: Single