



## RESUME

**MRS. GAYATRI KASERA**

---

Address: 1343-B, 71- Scheme, Indore-0452009 (MP)

Phone: 0731-4038322, 9993997820, 9827504430

E-Mail- gayatrikasera@gmail.com

---

### **Academic Record**

- MBA from IGNOU specializing in Human Resource.
- Bachelor of Education from IGNOU.
- Master of Arts in English Literature from Mumbai University.
- Bachelor of Arts with English Literature from Mumbai University.
- Senior Secondary Education from Dalmia College, Mumbai.
- High School Education from St. Anthony's High School, Mumbai.

### **Summary of Qualifications**

- Ability to communicate in English, Hindi and Marathi.
- Posses required communication, interpersonal, organizational, computer and leadership skills.
- Ability to manage multiple tasks in a pressured environment.
- Dedication and drive as a hardworking individual.

### **Certificates**

- Certified Career Development Facilitator.
- Certified trainer by CBSE for CCE and Life Skills.
- Online Learning and Assessment made Simple – **Scholastic India**
- Remote Teaching and Assessment Made Simple- Scholastic India-By **Mrs.Shalini Mathura**
- Teaching Young Learners Online-**Joanne Ramsden**, Enhancing spelling and grammar skills for Primary Children, Evaluation and Assessment when Teaching Online-**Russell Stannard—Macmillan.**
- Differentiated Learning, Effective Feedback-**Pearson**
- Managing students behaviour-**Eblity**

- Understanding and Responding to Self-Stimulating Repetitive Behaviours- **Eblity**
- ADHD Causes and Interventions for Parents and Professionals-**Eblity**
- Turning Reading into Creative Writing- **Charlotte Rance, Machmillan**
- Engaging Teens-It is not about Technology- **Anna Jasper, Machmillan**

#### **Freelance Trainer and Career Development Facilitator**

- Associated with **Dheya**, Pune, as certified Career Development Facilitator since 2014-15.
- Conducting workshops and guiding students, Professionals and housewives to take up careers based on their personal competencies.

#### **Computer Skills**

- Proficient to work through Internet and Intranet.
- Capable to teach through Power Point Presentations.
- Ability to maintain records in Excel and ERP.
- Proficient in E-mail Communication.
- Proficient to teach through smart boards.

#### **Editing**

Edited English book Nine Hats for Class VI.

School Newsletters and magazines.

Reference books for class IX.

#### **Details of Professional Experience of 20 years**

##### **As Vice-Principal-Academic Operations-Leading 80 teachers**

- Trained teachers for New Normal conditions for academic and non-academic activities.
- Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.
- Supporting committees of staff and parent that function to improve the learning and social environment of the school for the students.  
Teaching classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.
- Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.
- Directing assemblies and other special gatherings of students for events throughout the year.
- Developing emergency response plans for schools as required by state and federal education agencies. Filing reports and updating as required.
- Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
- Acting as academic head of the school  
Supporting teachers and coordinators on the content / curriculum / modules, their usage, applicability etc.

- Monitoring the application of the developed content/ method/ technique in class rooms by regular checking of student notebooks/ diaries / logbooks etc.
- Providing timely feedback to the coordinators in terms of scope of improvement
- Scheduling periodic meeting with the coordinators/ principal.
- Monitoring Sports and Performing activities on a regular basis and plan and execute actions for improvement.
- Interacting with parents/ guardians, as and when required.
- Monitoring the registers maintained by the coordinators
- Organizing annual functions, external competitions and external examinations.
- Coordinating with the admin team for organizing events/programs etc  
Responsible for the supervision and general discipline of the school.

#### **Administration Operations**

- Coordinate and supervise the administration activities.
- Responsible for all documentation work regarding school admissions and play a leading role in the student admission process. Planning of new projects in discussion with the management.
- Co-ordinate with the various departments in CO for the smooth functioning of school operations.
- Offer solutions and suggestions regarding compliance to various authorities.
- Notify immediately the Board, and appropriate personnel and agencies when there is evidence of child abuse, child neglect, severe medical or social conditions etc.
- Any other assignments as directed by the managing committee
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual and acoustic.
- Maintaining effective communication with students, staff and parents.  
Resolving parent concerns/queries.

#### **As Academic Head-**

From November 1, 2018-August 28,2019, was employed as Academic Head for Shri-G (ICSE) group of schools.

- Lead the team of 45 teachers.
- Contributed to the formation of strategies and plans at Faculty level, through engagement with the Directors
- Coordinating with British Council for International Accreditation and AFS for foreign exchange programme to give an international identity to the school.
- Developed academic curriculum for the school to ensure effective delivery of high quality teaching and the maintenance of academic standards.
- Trained teachers to promote excellence and improvement in teaching, learning and research.
- Effective management of all staff in the Education.
- Ensured the regular review, evaluation and development of programmes offered by the School.
- Interviewed and recruited staff.
- Designed Policies-Academic, Transport, Leave, Code of Conduct for teachers, Home-Work, Curricular and co-curricular activities.
- Started various clubs and theatre for life skills.
- Identified student needs and arranged special classes for them.
- Worked with parents, teachers and counselors to address students' behavioral, academic, and other problems.
- Coordinated with teachers to develop lesson plans and materials.

#### **As Mentor**

- Since **March 01,2007 till October 30 2018**,was employed as English faculty with New Digamber Public School (CBSE), Indore
- Trained students as PGT English at various well reputed CBSE and MP board schools of Indore- Choithram School, Bhavan's Prominent School, Vaishnav School, B.D.Toshniwal School.
- Prepared systematic lessons plans and taught developmentally appropriate lessons centered on weekly themes as per current CCE pattern.
- Communicated with parents and involved them to tackle complicated student related issues.
- Developed interest among students for English language through various games and projects (Class Newsletter, English Language Exhibition Newspaper etc.)
- Designed English language curriculum for class VI- VIII.
- Developed soft-skills among students by regular guidance and adherence to proper conduct.
- Designed motivational badges and penalty cards to ensure effective classroom management.
- Identified student growth in written language and spoken language development throughout the term.
- Maintained high expectations of appropriate student behavior by modifying classroom management techniques and engaging students in active learning.
- Incorporated technology in teaching learning process.
- Prepared students for assembly, annual function, compeering, various competitions at Inter-House and Inter school level.
- Escorted students for excursions to different parts of India.

#### **As Class Coordinator and Discipline In-charge**

- Lead team of nineteen teachers.
- Co-ordinated between the management and staff concerned, solving problems of teachers and students and enabling smooth functioning.
- Prepared circulars for parents, students and teachers.
- Delegated responsibilities to different staff members and ensured follow up of the same.
- Helped in improving overall discipline and turnout of the students through counseling, reward, penalty system.
- Regular follow-up with parents to discuss academics, discipline absenteeism issues.

#### **As English Subject Coordinator**

- Lead team of 20 teachers.
- Guided and planned lesson for effective classroom teaching.
- Prepared syllabus and started English club for students to improve student's confidence and communication skills.
- Organised subject enrichment activities and competitions at Inter - House and Inter -School level.
- Supervised staff to keep a check on the standard of teaching and suggested improvement strategies.
- Prepared and edited Newsletters and School magazine.

#### **As Assembly Coordinator**

- Lead team of forty teachers
- Planned and implemented theme-based assembly.
- Prepared yearly planner and guidelines for theme based assembly.

- Delegated duties to the staff members ensuring equal opportunities to all the students.
- Encouraged students by rewarding best assembly through systematic assessments.

### **As House Coordinator**

- Lead team of forty teachers.
- Devised policies and guidelines for activities and systematically documented records.
- Designed formats, planned schedule and circulars for activities and competitions at Intra School, Inter House, Inter-School level.
- Conducted and managed school elections.
- Designed scheme to evaluate performance on regular basis considering all the fields like academics, sports , arts , assembly, discipline and competitions for the best House trophy.
- Conducted regular meetings and supervised staff to keep a check on the standard of competitions and suggested improvement strategies.
- Organized and managed summer camps.

### **Previous-Three years experience as Shift In-charge and Principal**

- Lead team of 50 teachers for three years implementing developmental policies to ensure smooth functioning.
- Co-ordinate between the management and staff concerned, solving problems of teachers and students and enabling smooth functioning.
- Prepared circulars for parents, students and teachers.
- Delegated responsibilities to different staff members and ensured follow up of the same.
- Planned and implemented theme-based assembly.
- Conducted regular meetings and supervised staff to keep a check on the standard of teaching and suggested improvement strategies.
- Devised policies and guidelines for activities and systematically documented records.
- Planned schedule of events , activities, competitions at Intra school , Inter House , Inter-School level and also organised exhibitions
- Helped in improving overall discipline and turnout of the students through counseling, reward, penalty system.
- Regular follow-up with parents to discuss academics, discipline absenteeism issues.
- Planned, conducted and managed school exams.
- Served as a liaison between parents and staff to resolve clients' problems and implement long and short term solutions.

### **Highlights as a Trainer**

- Since 2014-15 empanelled resource person with Macmillian Publications for Teacher's Training workshops on various topics like – Classroom Dynamics, Latest Teaching Techniques, Attitudes and Values , Life Skills ,CCE ,English Language Teaching, Learning Styles , Curriculum Design, motivation etc.
- Organised and presented around 40 workshops and trained nearly 1000 participants in different states- Madhya Pradesh, Raipur, Nagpur and Jaipur.
- Identified training needs and developed training program accordingly.
- Designed and developed workshop and training curriculum incorporating various technologies and media for presentations.
- Used interactive and experiential learning methodologies to enhance participant's learning.

- Ability to encourage maximum 150 and minimum 20 participants and engage them effectively in training.
- Profound knowledge of classroom issues teachers commonly encounter and designed workshop effectively.
- Abreast with latest research and development in education field.
- Organized and Presented workshops on English teaching strategies Jaipur and Nagpur.
- Designed and delivered 18 hours workshop for teachers at Raipur for spoken English.
- Trained Airtel employees and Marketing Executives for spoken English and soft skills.

### **Workshops Attended**

- Blended Learning and Flipped Classroom by Ms. Rashmi Sharma
- Remote Teaching and Assessment Made Simple- Scholastic India-By **Mrs.Shalini Mathura**
- Resonant Leadership, Effective Hybrid Teaching- Face to Face & On line," -Professor Handoo-**Professor Handoo**
- Attended workshop for Career Development conducted by **Dheya**, Pune and attained certificate to become career development facilitator.
- Evaluating teaching learning by Principal **Mr. Winston Gomez**.
- Developed Skills based curriculum aligned to international standards of teaching by -**Mr. Winston Gomez**.
- Incorporated 6cs in teaching learning process after undertaking training for the same by- **Mr.Winston Gomez**.
- Learnt how to measure educational processes through a workshop conducted by Dr. Senthil Kumaran { from CII} on the topic- Enhancing Educational Processes Effectiveness for Excellence.
- Learned Project based teaching, CCE implementation, Maintaining Records, Theme-based Assembly, House System, thorough Planning under the leadership of Mr. L.K. Kandpal.
- Learned to manage students multiple intelligence, how to be motivated and maintain a positive mindset, teaching techniques, art of conducting lessons, confidence, rapport, execution, creativity and innovation and finally we were taught to believe in oneself.—Reeba Kapoor.
- Teaching of Phonetics by Mr. Om Shukla.
- Managing Teaching Learning Process and latest trends of teaching through CCE-pattern-by Mr. L.K.Kandpal.
- The Ten Laws of Learning by Steven Rudolph.
- Teaching English with CCE pattern resource person Ms. Uma Mani from Oxford Publications
- Changing Trends in Curriculum and Pedagogy by Mr. G. Balasubramaniam
- Ex. Director Academics CBSE.
- Seminar on Art of Mentoring by Mrs. Supriya Dongra.
- Art of teaching Corporate English by senior resource person of VETA Mr. Mohan Rammaya.
- AIAER- MP, Chapter: Learning to Learn- Managing Teaching Learning by Dr. Sonali Geed.
- Effective Learning by Col. V. Gautam.
- Effective Thinking by Mr. Manish Tanna.
- Child Psychology and Teacher Student Relationship.
- Personality Development conducted by Dr. Passi

