# Curriculum Vitae



**MAGESHWARI RAMESH**

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DOB 17th Oct 1979; Status - Married; Country - India

## Personal Summary:

A highly talented, skilled and dynamic educational leader with 24+ years of experience in creating effective learning environment and a proven track record in increasing student's academic skills, is looking for a Head of the Department (Hindi) position in your reputed school.

## Academic Qualification:

- M.A. Hindi – Madurai Kamaraj University– 2016.
- B.Ed. - Sree College, Narayana Guru Kerala – 2017.
- B.A Hindi – Allahabad University 2012 (Madhyama Visharad Literature)

## Core Competencies:

- Possess in-depth knowledge of school curriculum and performance standard development
- Possess excellent leadership qualities and team building skills
- In-depth knowledge of classroom evaluation and school administration
- Possess excellent written and verbal communication skills
- Experienced in assessing teacher's performance and student's progress
- Possess excellent management and organizational skills

**As a Vice Principal**

- Working closely with the principal on daily basis to ensure the smooth overall operation of the school.
- Attending reviews and discussion meeting with teachers and provide suggestion / solution to their academic quires and also actively involving in teacher's recruitments.
- Organizing and supervising extracurricular activities in the school.
- Meeting parents and discussing their concern over safety and education quality.
- Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.
- Assist with curriculum development instructional strategies and lesson planning and oversee classroom activities creating an environment conducive to learning.
- Supervise daily operations of school and address areas of improvement.

**As a Head of Hindi Department**

- The roles and responsibilities primarily involve providing assistance to the students and teachers to develop their Hindi skills.
- Provide Training to teachers and review their class work notes and ensure the lessons are properly conveyed.
- Participating in education conferences and teacher training workshops.
- Successfully improved student participation in the class room through integration of creative role-playing exercises.
- Periodic submission of departmental reports to Principal and management team.
- Organize and accompanied students on study trips.
- Proficient at arranging the competitions and assessing the performance of the students.
- Ensure to meet the parents to discuss progress and problems of each student.

**As a Hindi Teacher**

- Participated in periodic trainings and conferences to keep skills up-to-date.
- Schedule regular meetings between parents and students to track progress.
- Provide power point presentation to students on language for ease of understanding.
- Coached more than 12 batches of students with the academic result of 100%.
- Arranged special class room sessions to introduce Hindi culture.
- Set up class room debates, quizzes and oral presentation to encourage use of language skills.
- Prepare class room lecture and engaging activities to encourage participation.
- Assessed students individually and as a group to determine comprehension.

## Work Experiences:

| School / Institution | Position held | Year |
|---|---|---|
| SSVM - Reeds World School | Head of the Department (HINDI) | June 2021 – Till Date |
| Sri Chaitanya Techno School | Vice Principal | June 2019 – April 2021 |
| San Academy - Chennai | Subject Coordinator / Vice Principal | October 2014– May 2019 |
| Jaya Matric Hr. Sec. School – Chennai | Teacher - Hindi / Higher secondary level | August 2006 - April 2014 |
| MMS Matric Hr. Sec. School – Chennai | Teacher - Hindi / Middle level | April 2001- April 2006 |

## Certificates /Additional Roles and Achievements

- Over 15 years of experience in Grade 10 evaluation, with two appointments as Assistant Head Examiner (AHE).
- Appointed as an observer for Grade 12 Term – 1 Examination 2021-2022.
- Vice Principal Secondary at Sri Chaitanya Techno School.
- Awarded as a best preferred teacher in survey in School 2017-2018.
- Attended capacity building programme in - ENGAGE TO ENRICH on 13/10/2018.
- Attended Teachers workshop conducted by Madhubun & Kruthi prakashan from 2015-2017.
- Attended Capacity Building Programme for teachers on CCE from 2014- 2017.
- Awarded best teacher of the year in Hindi by School 2015-16.
- Attended Teachers Training Programme for teachers 2014.
- Organizer & In-charge for various school Events and programmes.
- Certification in Hindi: Praveen Uttarardh.
- Hindi Pracharak- Dakshina Bharat Hindi Prachar Sabha.

## Other details

Place : Coimbatore