

PARUL JAIN

Administration Management | Aakash Institute | DRDO | Bachelors in Education | Bachelors in Bio Technology

I want to work with an organization where I can apply my knowledge, experience and skills for overall growth of organization. Now, I am looking for opportunities as admin head, center head and academic excellence leadership roles in a new organisation .

ACADEMIC QUALIFICATION

YEAR	EXAMINATION	INSTITUTE	BOARD/ UNIVERSITY	SCORE/STATUS
2013	Bachelor in Education	Amity University	Amity	72%
2011	Bachelor in Technology (Biotech.)	IILM College of Engineering & Technology	Gautam Budh Technical University	70%
2007	AISSE (Science with Biology)	Dayanand Model School, Delhi	C.B.SE.	70%
2005	AISSE	Dayanand Model School, Delhi	C.B.S.E.	80%

CAREER HIGHLIGHTS

- **Experience:** 8 years of experience in academic and admin roles in various schools/institutions.
- **Skills:** Strong administration skills in education and school systems.
- **Diversity:** Worked with various Schools, Institutions in India and Dubai.
- **Admin Mnagement:** Handling end to end admissions team and strategise in streamlining the process, maintaining the monthly P&L account and regularly monitoring the monthly targets given by head office with the sales and marketing team.
- **Academics:** Coordinating with the academic team for teachers feedback, PTM planning and other important tasks, point of contact for all student queries.
- **Teaching:** Teaching experience as TGT science with professional B.Ed Degreee.

WORK EXPERIENCE

Aakash Insitutute | Gurugram

Ast Center Manager (2019- Present)

Stree Resonance | Dubai

Academic Coordinator & Center Head (2018 - 2019)

Queen Mary’s School | Delhi

Academic Coordinator & TGT Science (2016- 2018)

PP International School | Delhi

Academic Coordinator (2014- 2016)

Rukmani Devi Public School | Delhi

Academic Coordinator (2013- 2014)

Defence Research and Development Organisation (DRDO) | Delhi

6 months Internship under INMAS (2011- 2012)

POSITIONS OF RESPONSIBILITY & PROJECTS

- Completed four weeks of training in 2012 as TGT science at Kendriya Vidyalaya Noida during B.Ed
- Beer Production Project (Minor project, completed in the college itself)
- Medicinal & aromatic Plants (MAPS) Project (A major project from Sheetal Lifescience Pvt. Ltd to check oxidation activity & antimicrobial activity of plant 'Moringa Olifera'.

EXTRA CURRICULAR ACTIVITIES

- Participated in National Symposium "Nanoscience" : Contemporary Trends in Biotech held at Department of Biotechnology College of Engg & Tech , IILM.
- Participated in National Conference "Biogenesis" : Future challenges & opportunities held at Dept. of Biotechnology in 2009.
- Participated in Cultural activities organized by college; secured 1st position in poster competition at event 'Green Delhi Week'.
- Organised Amity Youth Cultural "MANTHAN" and managed a team of 50 volunteers.
- Worked as a President of the Environment Club in Amity institute.
- Worked in NGO - Amar Jyoti Charitable Trust ; taught the underprivileged children of slum area Gharauli Village.

SKILLS

- Proficient in Microsoft Office.
- Linguistic proficiency in Hindi and English
- Excellent communication and interaction skills