
Arjaman Akhtar

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I'am an educator, Counsellor, and a trainer who strongly believes that hardwork, peace, honesty are some virtues which are vital for the development of an individual. As a professionally trained educator, I'am passionate about teaching as well as implementing different types of learning methods and have an innate ability to understand student's need.

Professional Experience

R.P.S School

08/16 - 07/19

Social Science faculty and a Coordinator

A faculty of social science from junior to higher secondary grades . My teaching subjects include History and civics, economics along with political science. And whenever a school requires act as a coordinator as well and manages the works till class 10th.

- Gathering learning materials, resources and preparing lesson plans .
- Setting and achieving curriculum objectives and analysing and helping students work on their strengths and weaknesses .
- Reviewing and evaluating students' progress.
- Attending parents-teachers meetings and discussing the student's growth.
- Establishing a positive classroom learning environment along with ensuring that the students have the appropriate learning aids and textbooks.
- Attending staff meetings and participating in various training programs .
- As a school coordinator functions similarly to a traditional school counselor or school social worker. Frequent collaboration with teachers, administrators, families, students, and community organizations is a core function.
- Creating personalized plans that tailor supports and opportunities to each individual student's needs.
- Developing the plan in close consultation with teachers, families, and others who know the child well.
- Establishing a systematic way to create plans that respond to students' changing needs and circumstances.
- Using data to track service utilization, inform plan revisions, understand student outcomes, and catalyze or improve.
- whole school programs focused on the non-instructional needs of students.

Chief Learning Officer (CLO)/ Academic coordinator

Chief learning officer is represented as a head of the school or can say a principal cum coordinator who is wholly and solely responsible for all the actions and activities of the school.

- As the principal cum academic coordinator of a school, your role is of utmost importance in ensuring its smooth day-to-day operation. You are responsible for leading and managing the entire school, including academic programs, staff, students, and budget. Provide direction and guidance to all the teaching and non-teaching staff, as well as implement policies to maintain discipline and a positive learning environment for students.
- In addition to managing staff, oversee all academic programs and the curriculum. Need to work closely with teachers, assistant principals, and department heads to ensure that classes run smoothly and that students are receiving the necessary education and resources to meet their academic goals. My keen ability to analyze student performance data and provide feedback to staff will be critical in driving student achievement.
- As the primary representative of the school, responsible for maintaining relationships with parents, community members, and other stakeholders. By regularly communicating with these groups and providing regular updates on the school's progress and plans, can create a positive image of the school and garner support for its programs.
- Ultimately, the work of a principal cum academic coordinator of a school is multifaceted. It required excellent communication and leadership skills, as well as the ability to efficiently manage a wide range of responsibilities.

Edify school Patna**05/22 - 09/22****Vice principal cum school coordinator**

With Edify I worked as a Vice principal , an Academic coordinator as well as a trainer to set up their newly started pre- primary structure located at Kankarbagh.

It was a contract based program for three months.

- As a vice principal cum academic coordinator and trainer of a school, one of the primary responsibilities is to lead and manage the academic operations of the institution. This includes developing and implementing academic programs, evaluating and improving the teaching quality, managing the academic budget and resources, and ensuring compliance with educational standards and regulations.
- Apart from academic operations, the role also involves training and supporting teachers in enhancing their teaching strategies and practices, providing guidance and coaching to students, and collaborating with other staff members to drive the overall school's vision and mission.

also plays a critical role in maintaining discipline and promoting a safe and healthy learning environment for students, ensuring the school's policies and procedures are upheld.

- The vice principal cum academic coordinator and trainer is a pivotal figure in any school, responsible for driving academic excellence and supporting teachers and students in achieving their goals.

Birla Open Minds school
Centre Head cum Academic coordinator

08/22 - 01/23

With Birla I worked as a centre head and a an Academic coordinator as well to lined up their school, official data with proper sets of rules and regulations .

- I was responsible for managing centre operations, and provides leadership in strategic and operational planning. Leads the development of centre initiatives, and improvements for effective delivery of centre programmes and services. Taking interaction sessions called (PCP)with the parents to know their benefits and doubts for better acceleration. Updating and monitoring day to day curriculum.
- Organizes and implements administrative systems and procedures performing necessary support duties.
- monitors public or private schools' production for instructional content, teaching personnel, and curriculums.
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.
- Develop and manage comprehensive academic support program. Provide guidance to students on academic goals and educational issues.
- Assist students on course selection, study habits and career selection.
- Prepare and maintain student records according to district policies and administrative regulations.
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems
- Assist in updating lesson content and instruction methodology.
- Assist in development of training modules and programs.
- Coordinate with teachers and center coordinators to develop lesson plans and materials.

Conclusion:

Having 9 years teaching experience in education sector which includes 5 years of total experience as vice principal and coordinator of primary and higher secondary schools as well.

Education

Lady K.C Roy Memorial School
Matriculation - 8 CGP

- Got my matriculation from Lady K.C Roy Memorial school in the year 2013.

Bethesda women's inter college, Ranchi
Intermediate - 1st division

- persuaded in the year 2016.

North East Frontier Technical University
Graduation - 1st division

05/16 - 07/19

- Graduated in the year 2019.
- With honours of physics.

MEWAR UNIVERSITY
M.sc - 7 (first division)

07/20 - 08/22

- started within the session of 2020 to 2022.

Glocal university (Saharanpur)
B.Ed

- Just now finished up with the last examination waiting for the degree

Key Skills

- Curriculum development
- Administrative and Academic support
- Developing Academic program
- Developed strategic plans to maximize organizational success
- staff development and training
- Leadership
- Decision making
- Parents relationship management
- Operations management
- Critical thinking skills
- Team management
- Time management
- Communication skill both in written and verbal
- Counselling head
- Demonstrated proficiency in computer applications
- Developed strategic plans to achieve organizational objectives
- Wrote reports and other documents to communicate information
- Event management
- Microsoft office skills
- Child development management

Achievements

- Online teaching certification.
- Advance level course in counselling with mindler
- Appreciation certificate for being a S.St faculty

Interests

- teaching small champs in free time
- Doing household stuff