

Resume

NAME : Swetal Navneetlal Gajjar
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Objective: Self - Motivated, Hardworking, quick learner and ready to take challenges.

Professional Experience:

- Presently Working as an Educational Specialist -Language Pedagogy. Educational Initiative Pvt. Ltd.
 - My job responsibility is Build specific assessments to test skills, common errors and misconceptions students possess and to research how students learn. Visit schools to understand classroom practices and engage in discussions with teachers and students.
Do training for invigilators, teachers etc. based on specific project needs.
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- During 1 Year working as a Subject Leader. (Gujarati) Schools Lens Pvt. Ltd.
 - My job responsibility was Developing high quality Questions, making an activity, writing a video scripts for making virtual classroom & conducted teachers training.
 - During 5.5 Years as, Educational specialist (Gujarati content Developer) Educational Initiatives Pvt. Ltd.
My job responsibility was Select the Content According to the student's levels & Modify it too easy way, developing high quality Questions & tests the help Students to learns,
EI is expert in education, with a deep understanding of child psychology
And efficient methods of teaching, based on detailed research and a formidable Database of student learning through ASSET. EI interactive tools like Mind spark (digital self-learning program), ASSET, Detailed Assessment, CCE Certificate Course, Teacher Evaluation Program, Teacher Sheets and more, Educational Initiatives assists thousands of teachers in improving their students' Achievements.
 - During 2 Years as Project Assistant in Thesaurus project, Gujarat university Ahmedabad.
My job responsibility was collecting the data for thesaurus & put in computer.

- During 3.5 Years as Core team member (Language) in Gyan Shala Project of Education support Organization Ahmedabad.

My Job Responsibilities were developing the language curriculum, designing the teaching materials, handling teacher training and overseeing the implementation of curriculum in classrooms. Gyan Shala project is working for high quality primary education at socially affordable cost and easily replicable at mass scale. Gyan Shala classes are located in different slum areas of Ahmedabad.

1. Skills

Developing high quality Questions, Developing content, Workshop content design & Conduct Teacher training

2. Technical Skills

MS office (word excel, power point)

3. Education Qualification

- Diploma in Linguistics course from Gujarat University (2007) with Second class (58%)
- Master of Philosophy (M.Phil. (Gujarati)) from Gujarat University. (2004) with First class (62.75 %).
- Bachelor of Education (B.Ed.) from Gujarat University. (2005) with distinction (71 %).
- Master of Arts (M.A (Gujarati)) from Gujarat University. (2003) with First class (60 %).
- Bachelor of Arts (B.A (Gujarati)) from Gujarat University (2001) with First class (60%)

4. Personal Details

- Date of Birth : 20th February 1980
- Sex : Female
- Marital Status : Married
- Nationality : Indian
- Language Proficiency : Gujarati and Hindi
- References : Available on Request.
- Address : F, 202 Akshar Home Flats
New Vavol, Gandhinagar.

Declaration

I here by declare that above mentioned information is true to the best of my knowledge.

Date:18/04/2022

Place: Gandhinagar

(Swetal N. Gajjar)