



Kavita Gunjan Rijwani Headmistress

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PROFESSIONAL EXPERIENCE (9 +YEARS)

- **Podar Prep by Podar Int'l School | From March 2020 - till Date**

Designation: Headmistress

KRA: Managing 5 classes of Nursery, Jr. K.G, Sr. K.G, and PIE Student Teachers

- **Podar International School | September 2016 to February 2019**

Designation: Grade 1 Mother teacher

Co-ordinator of THEMATIC LEARNING & also Year Leader of Grade 1 Year 2019-20

- **Maharshi Sandipani School | February 2014 to April 2015**

Designation: Nursery Mother Teacher

- **Indian Excellent School | January 2013 to August 2013**

Designation: Assistant Art & craft Teacher

- **Arora Book Centre | August 2012 to December 2012**

Designation: School Uniform Specialist

- **NMC (Neocare & Himalaya products) | December 2004 to June 2005**

Designation: Promoter

- **Swiss Arabian Perfumes & Florelle Cosmetics | December 2003 to November 2004**

Designation: Promoter

- **Lal's Supermarket | June 1999 to October 2003**

Designation: Cashier

PROFESSIONAL SUMMARY

To work in a competitive environment on assignments that shall yield both benefits of the job satisfaction and a steady-paced professional growth.

PROFESSIONAL STRENGTH

- Positive, Organized, Result-Oriented and practical.
- Good communication skills.
- Self-assured, Self-confident & Initiative-taking.

PERSONAL DETAILS

- Indian
- Female
- DOB: 23/10/1978
- Married
- Valid Indian DL.
- Visa Status: On visit visa till 27th May 2023

LINGUISTIC ABILITIES

- ENGLISH
- HINDI
- GUJARATI

Visa Status

- Valid Visa till 2nd November

EDUCATION

- Bachelor of Arts | 1995 - 1998
Gujarat University
- M.A. Part 1 | 1999
Gujarat University
- B.Ed. | 2017-2019
Gujarat University
- E.C.C. Ed | 2017-2018
Podar Institute of Education