

SAKINA BHARMAL

18 Diwanpara, Opp. Badripresswala Hadvaid, Opp. Amina Cottage, Rajkot 360001, Gujarat (India)

Phone: (R) 0281-2220905 (M) 9909998055

Email: sakkina.bharmal@tges.org

EDUCATION

- Bachelors of Education (B.Ed.), Indira Gandhi Open University, New Delhi, 2008
- Bachelors of Journalism and Mass Communication, Saurashtra University, 2000 (University 2nd)
- P G Diploma in Mktg. Management, Indira Gandhi Open University, New Delhi, 1999
- P G Diploma in Management, Indira Gandhi Open University, New Delhi, 1998
- Bachelors of Commerce, Saurashtra University, Rajkot, 1992

OTHER QUALIFICATIONS

- Base Programme in Systems Management, National Institute of InformtionTechnology,Rajkot,1991
- Basic course in Fashion Designing, Khoobsurat Institute of Fashion Designing, Rajkot, 2003 (Institute Topper)

EXPERIENCE IN EDUCATION

The Galaxy Education System, Rajkot, 1999-present

Teacher, Geography and Global Perspective

- Taught the subject to Grades 5 to 10 (CIE, ICSE) emphasizing more on practical and project based learning to enhance theoretical knowledge.
- Organized environment awareness campaigns like 'Let's say NO to plastic' and 'Keep Wildlife Wild'
- Organized various educational trips in India.

Team Leader and Academic Co-ordinator

- Supervised a team of Middle School teachers and assisted in administrative decisions at the senior management level.
- Was involved in planning and effective implementation of various developmental activities of the school.
- Co-ordinated with various departments like Accounts, HR, Transport, T&D, ICT and other Academic Units for smooth functioning.
- Organized high level training sessions for Middle School teachers- including Class room management skill, ICT training, Online Teachers Training Courses.
- Have been an integral part of the recruitment team in recruiting teachers.

Team Member, Quality Assurance Department

- Designed and conducted training programs for student leaders.
- Facilitated Teacher-Teacher, Head-Teacher Feedback
- Coached Assembly Co-ordinators to achieve morning assembly objectives.
- Assisted in intra QA operations.

Event Co-ordinator

- Actively led events like Annual Cultural Functions, Prize Giving Ceremony, Quiz Programs, Career fair, Debate and Recitation Competitions, Investiture Ceremony, Sports Meet and International exchange programs.
- Host in-charge for the student exchange programme-Victoria Junior College(VJC), Singapore, 2009 and 2011
- Have been the event co-ordinator for the National ICSE Sports meet.,2006

PART TIME TEACHING ASSIGNMENTS

- Visiting Faculty for Event Communications and Event Marketing and Aspects of Event Marketing at National Academy for Event Management and Development (NAEMD), Rajkot, 2006-07
- Training students to prepare for various entrance exams for the Indian Administrative Services, Patidar IAS Training Center, Rajkot, 2002-present

CORPORATE EXPERIENCE

Aptech Computer Education, Rajkot, 1992-1999

Marketing Head

- Responsible for a team of counselors and marketing executives to provide active support, guidance and the required training to perform their duties and give better performance.
- Created many advertising copies, layouts and marketing event management activities which were successfully implemented.
- Corporate level marketing of training division and successfully procured business from them amidst tough competition.
- Coordinated with the Regional Office and Head Office for necessary campaigns and performance of the centre.

Career Counselor cum Placement Executive

- Responsible for enrolling students in various computer courses as well as performing administrative tasks related to student management and conduct.
- Actively led the center's participation in annual mega exhibitions whose unmatched success was a hallmark in the city.
- Shouldered additional responsibilities of placement executive to enable students to pursue professional careers and also conducted various personality development sessions to help them to succeed in job market

TRAINING PROGRAMS AND WORKSHOPS

- 'Incorporating 21st Century Skills in classroom' conducted by Anne Shaw at Rajkot , Dec. 2011
- Regional level workshop in Cambridge IGCSE-Geography, conducted by CIE at Bangalore, 2011
- Observed teaching through Master lectures and Tutorials, Victoria Junior College, Singapore, 2009
- Post Graduation Diploma in Educational Leadership, CEMD Delhi, 2007-08
- 'Winning Edge: Communication Strategies for Leaders', Indian Institute of Management, Ahmedabad, 2005
- Improving Student Achievement, Modular Training Programme, TGES, Rajkot, 2005
- Online Teachers Training Course, IGCSE Geography, University of Cambridge, 2004
- Certified Hospitality Educator Workshop, American Motel & Hotel Association, Mumbai, 2002
- Stephen Covey's -7 Habits of Highly Effective People at TGES , Rajkot, 2002
- 'Knowing yourself through Music and Theatre' conducted by Darpan Academy Mumbai in TGES, Rajkot 2002

AWARDS

- Selected as one of the four Members of Group Study Exchange Program- 2009 to Sweden and Latvia from District 3060, Gujarat, India by Rotary International
- Recipient of the District BOLT (Broader Outlook Teacher Learner) Award initiated by Air India, 2007
- 'Award of Excellence' for outstanding performance and dedication , Aptech Computer Education, Rajkot, 1998.
- Best President Award of Rotaract Club of Kundaliya College, Rajkot, 1991
- Mrudula Roy Trophy for 'Best Sportsperson of the Year', St. Mary's School, Rajkot, 1989
- Mrudula Roy Scholarship for 'Outstanding Student of the Year' St..Mary's School, Rajkot, 1989
- Recipient of scholarships from Govt. of Gujarat for playing the National School Games in Hockey, 1988-1989

Personal Details:

Date of Birth : 07 August '71

Able to speak, read, write and understand English, Hindi and Gujarati