



Vandana Saraswat

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PERSONAL DETAILS

- Current Location Gurugram
 - Date of Birth October 16, 2003
 - Gender Female
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SKILLS

- Process Consulting
 - CRM
 - Time Management
 - Telecommunication
 - Counselling
 - Career Counselling
 - Admissions
 - Interpersonal Skills
 - Interpersonal communication
 - Language Skills
 - Communication Skills
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LANGUAGES KNOWN

- English (Both)
 - Hindi (Both)
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ACHIEVEMENTS

- School topper in school

EDUCATION

Graduation

Course B.B.A/ B.M.S (Management)
College Swami Vivekanand Subharti University, Meerut, Meerut

Class XII

Board Name Uttar Pradesh
Medium English
Year of Passing 2022
Percentage 79.4%

Class X

Board Name CBSE
Medium English
Year of Passing 2019
Percentage 79.2%

WORK EXPERIENCE

Britannica Overseas Education , August 2024 - Present

- Admission Counsellor

Siec Education, January 2024 - July 2024

- Loan Executive :Loan Consultation:

Advise students on the various study abroad loan options based on their specific needs, the country they intend to study in, and their academic program.

D.P.S , February 2023 - December 2023

- Academic Head:

Provide guidance and support to pre-primary teachers in delivering lessons and conducting activities.

Organize professional development workshops and training sessions to enhance teaching methods and strategies in early childhood education.

Observe classrooms regularly to ensure the quality of teaching and the overall learning environment.

Monitoring and Assessing Student Progress:

Track and evaluate the academic and developmental progress of individual students through regular assessments and observations.

Maintain records of student progress, behavior, and milestones, and report these findings to parents or guardians as needed.

Creating a Safe and Inclusive Learning Environment:

Ensure the classroom and play areas are safe, clean, and well-organized to promote a positive and nurturing environment for young children.

Address any issues related to child behavior or development, working closely with teachers and parents to provide necessary support.

Parent and Stakeholder Communication:

Regularly communicate with parents to update them on their child's progress, provide feedback, and discuss any concerns.

Organize parent-teacher meetings and community events to involve families in the learning process.

CBS School , January 2022 - January 2023

- Academic Coordinator:Develop and adapt age-appropriate curricula for pre-primary students that align with educational standards and foster early childhood development in areas such as language, math, social skills, motor skills, and creativity.

Ensure that lessons and activities are designed to promote holistic development (cognitive, emotional, social, and physical).

Plan daily, weekly, and monthly activities that stimulate learning through play, storytelling, arts and crafts, music, games, and outdoor activities.

Coordinate with teachers to ensure that all activities meet educational objectives while being fun and engaging for young learners.