


RUPAL SHRIVASTAVA

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PROFILE			
<p>Rupal Shrivastava is a versatile professional with experience across Human Resources, Education Management, and Business Analysis. With over two years as an HR Executive, she has led recruitment, compliance, employee engagement, training, and CSR initiatives within educational institutions. Her roles as Educator, Primary Incharge, and Academic Coordinator reflect her strengths in curriculum planning, teacher supervision, student development, and academic quality assurance. Additionally, her experience as a Business Analyst in a share market-based company includes market research, stakeholder coordination, reporting, and requirement gathering. Known for her strong communication skills and proficiency in MS Office, HRMS, and analytical tools, Rupal excels at aligning people, processes, and performance to drive organizational success. She is committed to building positive workplace and learning environments, supporting both institutional growth and individual development through strategic planning and continuous improvement.</p>			
EDUCATION			
YEAR	BOARD/UNIVERSITY	LOCATION	DEGREE
2019-2021	ICFAI University	Hyderabad, Telangana, India	PGDM (HR)
2012-2015	JayPee University of Engineering and Technology	Guna, Madhya Pradesh, India	Mathematics (Hons.)
2011	Akanksha Public School	Guna, Madhya Pradesh, India	12 th / HSC
2009	Vandana Convent Senior Secondary School (CBSE)	Guna, Madhya Pradesh, India	10 th / SSC
COMPETENCIES	PROFESSIONAL EXPERIENCE		
Communication Skills Leadership Decision Maker Management Skills Fostering Teamwork Adaptability	EMPLOYER	POSITION	DURATION
	Christ Senior Secondary School	Educator	June 2024 – December 2024
	Roles: <ul style="list-style-type: none">Designed and delivered engaging lesson plans aligned with CBSE curriculum and learning objectives.Maintained a disciplined, inclusive, and respectful classroom environment conducive to learning.Maintained accurate records of student attendance, academic progress, and behavioral notes.Identified individual student needs and adapted teaching approaches accordingly to support diverse learners.		
	EMPLOYER	POSITION	DURATION
	Neil World School, Guna, Madhya Pradesh, India	Educator & Primary Co-ordinator	March 2017- August 2023
	Roles: <ul style="list-style-type: none">Oversaw curriculum planning and implementation for primary classes, ensuring alignment with CBSE standards.Guided and mentored primary teachers in effective lesson planning, classroom strategies, and assessment techniques.Monitored academic, behavioral, and emotional development of students across primary grades.Acted as a liaison between primary teachers, parents, and school management to ensure smooth communication flow.Ensured compliance with school policies, safety protocols, and regulatory standards.		
SOFTWARE SKILLS	PERSONAL SKILLS		
HRMS MS Office	Communication skills <ul style="list-style-type: none">Excellent written and verbal communication skills both in English and HindiEmpathic listener and persuasive speakerConfident speaking in public, to groups, or via electronic mediaExcellent presentation and negotiation skills Organisational / Managerial Skills <ul style="list-style-type: none">Good in managing time and prioritisation.Detail-orientedMicro-managementMulti-tasking		

	HR SKILLS <ul style="list-style-type: none">• Excellent problem-solving skills• Office management skills including employee file handling and maintaining confidential employee documents in a secure database• Training and Development of teachers and students.	
LANGUAGE	DECLARATION	
English Hindi	I hereby declare that the above-mentioned details in this resume are true, complete and correct to the best of my knowledge and belief.	
		
	Signature	Place: Indrapuram, Ghaziabad, U.P; India