LUBNA KHAN

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**Objective**: To take control of a Childs natural senses and ability to learn.

**Professional experience:**

**June 2022 to present**

Working as a Admission & Operations Manager at Toddlers Nursery school.

Roles performed:

* Taking Admission of walk in inquiry and follow up with past inquiries.
* Managing the school daily routine and all the school work.
* Looking after the office work in school.
* Looking marketing activities for inquiry generation.
* Handling inquiries of parents and helping them understand the methodology of the school.

March 2018 to March 2021

Working as a coordinator at Kidzee Preschool and Daycare, Pune.

Roles performed:

* Administrative work like taking inquiries and admission.
* Managing all the management work in school.
* Looking after the academics and office work.

Sept 2014 to Sept 2015

Working as a Pre-School Teacher at Little Haven Preschool and Daycare.

Roles Performed:

* Managing a class of 27 kids in Jr.Kg and 18 kids in Playgroup.
* Co-ordinated the Annual day/Sports day for 2014-15.
* Planning indoor and outdoor day-to-day activities.
* Organizing Field trips for kids.
* An alliance with the Cambridge University, a recognized leader for international education in many countries thereby helping to synchronize the same curriculum.

May 2011 to April 2012

Worked as Pre-Primary Teacher at Little Angels high school.

Roles performed:

* Managed a class of 50 Kids.
* Prepared the academic curriculum for the class on monthly basis.
* Various outdoor/Indoor activities planned. (Picnic/Annual day/Festival celebration)
* Language Development
* Cognitive Play and Creativity
* Gross and Fine motor development
* Social, Emotional and Personal development
* Stories, Music, Crafts, etc.

**Academic Qualifications:**

SSC passed out on March 2005 with 2nd class from St. Joseph high school, Juhu.

HSC passed out on April 2007 with 2nd class from MK Sanghvi College of commerce and economics, Juhu.

Commerce graduate, passed out on April 2010 with 2nd class from MK Sanghvi College of commerce and economics, Juhu.

Pursuing PGDM in Human Resource From MITSDE

**Professional Certification:**

Graduated in EARLY CHILDHOOD EDUCATION on May 2011 passed with DISTINCTION from Tree house Institute of EARLY CHILDHOOD EDUCATION TEACHER TRAINING PROGRAM.

**Personal Details**

**Mailing Address:** 503, Sunshree C2, NIBM post office road. Pune 411048

**Sex:** Female

**Nationality:** Indian

**Marital status:** Married

**Date of birth:**  21st March 1990

**Languages known:** English, Hindi and Marathi.

**Hobbies:**  Surfing on internet, Traveling, reading ebooks, and Learning new languages

**Mobile:** +919619553539.

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**Place: Pune** Lubna Khan.