

Heena Joshi

An all-round professional with 3+ years of experience in Teaching, Managing and Counselling at Mahesh Tutorials, Ednovate Ed. Tech and Holy Saints High School. I took Hindi lectures at MT for Classes XI & XII. I also worked at Mahesh Tutorials Pvt. Ltd. as Academic Area Head for three branches where I was responsible for the smooth administration of the branches as well as their management. Due to these experiences I have gained excellent people and communication skills.

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📍 Mumbai

WORK EXPERIENCE

Management and Counselling

Ednovate Edtech Pvt. Ltd.

07/2022 - 10/2022

Mumbai

Achievements/Tasks

- Counselling students of Std XI, XII and CA Foundation
- Management of students and teachers with respect to exam schedules

Academic Area Head (Commerce)

MT Educare Pvt. Ltd.

10/2019 - 05/2022

Mumbai

Achievements/Tasks

- Managed administration of XI, XII, CAFC in Malad Orlem, Kandivali Station, and Charkop branches
- Counselling parents and students
- Taught Hindi in std. XI and XII

High School Teacher

Holy Saints High School

03/2018 - 07/2019

Rajkot, Gujarat

Achievements/Tasks

- Taught Gujarati & Hindi in Higher Secondary Section
- Served as Head of Hindi & Gujarati Department

EDUCATION

BSc. in Home Science (Food and Nutrition)

Sadguru Mahila Home Science College, Rajkot

06/1997 - 06/2000

First Class

Higher Secondary

Lal Bahadur Shastri High School

06/1995 - 06/1997

Second Class

SKILLS

Teaching

Management

Administration

Counselling

Communication

Organization & Planning

Decision Making

Leadership

Phone Etiquette

Microsoft Excel

Microsoft Word

ACHIEVEMENTS

Increased MT admissions in the Commerce section by 40% through counselling

Promoted from being a Teacher to Academic Area Head in 3 months

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

Gujarati

Full Professional Proficiency

Sanskrit

Limited Working Proficiency

INTERESTS

Teaching

Public Speaking

Gardening

Cooking