INDRANI SEN

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Senior level assignments in General Administration / Training & HR Development Teaching, /Content Writing , Editing, Translating / /Strategic Planning with organizations of repute.

SCHOLASTICS

- M.Sc. (Chemistry) from Jadavpur University in 1995.
- B.Ed. from St. Xavier's College, Kolkata in 1990.
- PGDDE from IGNOU in 2007

EMPLOYMENT RECITAL , Admin – Training & Teaching

Since November '10 till February '26 with Ramakrishna Mission Lokasiksha Parishad , Ramakrishna Mission Ashrama, Narendrapur, as Consultant , on part time basis

- From December'07 to October'10 with **Ramakrishna Mission Lokasiksha Parishad, Narendrapur (Development Organisation) as Asst. Coordinator (Full time)** for the educational interventions (schools) running in rural & semi urban areas in 10 districts of West Bengal.

  Job Scope - Teachers' Training , Team Handling , Content & Curriculum Development, Training Module Development , Documentation , budget preparation , Liaising with Govt. & Non-govt. depts , Writing Text books, Organising workshops & seminars , Maintaining Public Relations ,Data Analysis , Monitoring & Supervision

- Since January'18 to December '18 with **All India Institute of Local Self Government , New Delhi** as Senior Executive & Senior Faculty (Trainer , Content Developer), projects under " Skill India" ,on one year contract

- Oct '06 – Nov'07 **with Educational Resource Unit , New Delhi as State Coordinator** , on assignment basis

  Job Scope – Analyzing district wise status in educational level and carryout the objective of the programme

- Apr'07 - Dec'07 with Bhavan's Gangabux Kanoria Vidyamandir, Salt Lake as Asst. Teacher in Chemistry

- Sep'05 - Jan'06 with Techno Model School, Salt Lake as Asst. Teacher in Chemistry, H.S. Section, on part time basis

- Jan'01 - Sep'06 with **Sarva Siksha Mission, West Bengal** as Programme Coordinator, Pedagogy, State Level

  Job Scope - Teachers' Training , Content & Curriculum Development, Writing Text books & work books ,Training Module Development, Documentation , Data Analysis , Report writing in 10 districts of West Bengal

- Mar'99 - Jan'01 with A.J.C. Bose College, Kolkata as Lecturer in B.Ed. dept

- Mar'95 - Mar'97 with National High School (Boys') as Asst. Teacher in Chemistry in H.S. section

- Jun'90 - Dec'93 with Children's Villa, , Kolkata as Asst. Teacher in Science

PROFESSIONAL OVERVIEW

- A result oriented professional with **more than 35 years** of rich & extensive experience in General Administration & Teaching , Mentoring in the field of education

SIGNIFICANT CONTRIBUTIONS ACROSS CAREER PATH

- Developed a Special Record Keeping System for every beneficiary at micro level for their cognitive growth measurement.
- Regularized need-based training at different levels.

- Throughout the career, took an initiative to improve the quality of education across various regions.
- Developed better learning material by working on the basic requirements and by thinking about various improvement areas.

TRAININGS ATTENDED

- Received training on quality education.
- 12 months' Professional Development course organized by UNICEF & SPO, Paschim Banga Sarba Siksha Mission
- Training on ' Women's Empowerment' by NIPPCD, Delhi.
- Visited other states as State representative to launch similar program

TECHNICAL EXPOSURE: Well-versed with Basic, MS Office, Foxpro Interactive.

PERSONAL VITAE

Address : E5/X , Purbachal Sector-III, Salt Lake, Kolkata- 700097, West Bengal
Date of Birth : 23rd December, 1966