

Brief Overview

- Master's Degree in Science (Mathematics) with Professional Bachelor's and Master's degree in Education and pursuing MBA(finals) with a **total of 19 years of working experience including over 9 years in administrative and coordination**. The experience covers **administration, training and education** focusing on Mathematics, Science and development sector.
- Presently engaged with Empower Society, Dehradun, an autonomous organization as Retainer Consultant (Training and Coordination) for providing coordination and administrative support to development program implementation including the procurement considering UPR and GFR. Was engaged as Educator with the Doon International School, inculcating passion in young minds for Mathematics and Science. Also working as Coordinator cum Secretary for DIVYA (Development Initiatives for Vibrant and Young Aspirations) Society in Dehradun for awareness on livelihoods opportunities, enterprise development, skill building, program monitoring and gender equality domains including health and wellness,. So far, have inspired over 2500 young minds who have opted career mostly based on these domains.
- Key attribute includes professional coordination skills and abilities in establishing linkages with **government/ non-government organizations**, program stakeholders such as institutes/ individuals, procurement, **education / training / skill building and Knowledge Management**.

Educational Qualification

- I. **Masters of Science (Mathematics)** –2013 – 1st Division, IASE (D) University, Rajasthan
- II. **Bachelor of Science (B.Sc.)** – 1997, HNB Garhwal University, Dehradun (**Mathematics, Physics**)
- III. Intermediate – 1994 – 1st Division, CBSE Board
- IV. High School – 1992 – 1st Division, CBSE Board

Professional Qualification

- I. **Masters of Business Administration from IGNOU** – 2023 (*pursuing finals*)
- II. **MA-Education (MA-Ed equivalent to M.Ed.)** – 2015 UOU – 67%
- III. **Bachelor of Education (B.Ed.)** – 2014, IGNOU, Mathematics from SGRR-PG College, Dehradun – 69%
- IV. **PDPET (D.El.Ed.)** - 2019 Qualified – 84%
- V. **CTET-I & II** - 2015 -(Maths & Science) Qualified – 73%
- VI. **UTET-I**- 2014 (Maths & Science) Qualified – 69%
- VII. **PG Diploma in Business Administration (PGDBA) PART A** – Annamalai University - 1999
- VIII. 1 year **Diploma in Multimedia** from ARENA Multimedia, Dehradun – 1999
- IX. 6 months **Diploma in Computer Basics** from First Computers, Dehradun – 1996

Detailed Work Profile

1. **Retainer Consultant with Empower Society**, Dehradun **since May 2015** for coordination and project implementation of various developmental programs. Training Management, Procurement, Knowledge Management and IEC services for the program, entrepreneurship development, learning drawn and success stories from the community.
2. Worked as **Educator** with **Doon International School, Dehradun (April 2013-August 2023)** for inspiring and educating youth for their overall development. Also managing and coordinating

Olympiads/ Quizzes and various event on behalf of the institution. Planning and preparation for Science Exhibitions is a part of on job extracurricular activities.

3. Associated as Coordinator cum Secretary at DIVYA (Development Initiatives for Vibrant and Young Aspirations) Society, an autonomous organisation having objectives towards social/ rural development through awareness campaigns, rural enterprise development, studies, monitoring and skill building **since May 2017**.

4. **August 01, 2002 – March 31, 2009 –Coordinator cum Knowledge Management Expert with GIAN-N (Grassroots Innovation Augmentation Network–North), Jaipur.**

The major role here was to coordinate with grassroots innovators and development institutes for the conversion of Grassroots Rural Innovations into viable products and sustainable rural enterprises. Role was part time and job responsibilities are summarized as below:

- Scouting and documentation of rural innovations, support for value addition plans, patent search, incubation and media coordination.
 - Procurement of Goods and Services.
 - Innovations and business incubation with support from SIDBI's innovation fund.
 - Knowledge Management through documentation of institutional learning, case studies on the creativity of grassroots innovators and its dissemination through multiple means.
 - Periodic preparation and publishing of updates and reports.
5. **January 1, 2002- June 12, 2002 – S&E Computer and Educational Institute, Dehradun, Manager cum Faculty Member.** Core responsibilities included Overall management of the institute including the staff recruitment, curriculum development, promotion and course coordination.
 6. **Other Assignments (September 1999 – April 2013)**
 - I. *St. Kabeer Academy, Miyanwala, Dehradun - 5 months (December 2012-April 2013)*
 - II. *Green Field Academy, Mohini Road, Dehradun - 5 months (July 2012 – December 2012)*
 - III. *The Indian Academy, Nehrugram, Dehradun–6 months (October 2011-March 2012)*
 - IV. *Rajshree Public School, Shastri Nagar, Jaipur – 4 years 6 months – (September 2002 to March 2009).*
 - V. *St. John's Academy, Roorkee – 6 months - (September 1999 to March 2000)*

Conferences/ Workshops / Extra Curricular

- Counselling and preparing students for the school function covering debate competition, special assemblies, quiz contests etc.
- Part time engagement as Retainer Consultant with Empower Society, Dehradun since May 2015 for counselling and coordination support on various developmental programs. Knowledge Management, procurement of goods and services and IEC services on the program initiatives, learning drawn and success stories from the target community.
- A series of on field interactions and assessments of rural enterprises being operated and managed by women SHGs and SHG members since 2015 onwards.
- Participation in Eastern Himalaya Trans-Regional Workshop on "Learning and sharing from the best practices of community – Shillong (07.11.2017 - 13.11.2017)
- Participation in workshop on Experience Capitalization – Goa (09.04.2017 - 15.04.2017)
- Impact Pathway, KM and M&E Workshop by ICIMOD at Kathmandu, Nepal for defining KPI for development projects in Nepal and India - October 2015

- Workshop on grassroots innovations in collaboration with Directorate of Industries, Government of Uttarakhand at Dehradun in January 2009.
- Conducted training programmes for business managers and field workers of Uttaranchal Parvatiya Aajeevika Sanvardhan Company (UPASaC) on Scouting and Documentation of grassroots Innovations and Business Promotion for livelihood generation in June 2008
- Workshop on Grassroots Technologies in collaboration with DST, GoR at Neemrana, Rajasthan in May 2008.
- Grassroots Innovations Workshop cum Exhibition, Indian Institute of Petroleum, Dehradun, July 2007.
- Grassroots Technologies Showcase, Science Park, Jaipur in 2003.
- Delivered a speech in 2003 on Honorable President of India Dr. APJ Abdul Kalam at All India Radio Station, Jaipur for the children program “MUKUL”. The program was broadcasted on February 09, 2003 from AIR, Jaipur.

Educational/ Professional Qualification

- V. Masters of Business Administration – MBA – IGNOU -2023 (*pursuing finals*)
- VI. Masters of Science (Mathematics) –2013 – 1st Division, IASE (D) University, Rajasthan
- VII. *MA-Education (MA-Ed equivalent to M.Ed.) – 2015 UOU – 67%*
- VIII. *Bachelor of Education (B.Ed.) – 2014, IGNOU, Mathematics from SGRR-PG College, Dehradun – 69%*
- IX. Bachelor of Science (B.Sc.) – 1997, HNB Garhwal University, Dehradun
- X. Intermediate – 1994 – 1st Division, CBSE Board
- XI. High School – 1992 – 1st Division, CBSE Board

Additional Qualifications

- X. *PDPET (D.El.Ed.) - 2019 Qualified – 84%*
- XI. *CTET-I & II - 2015 -(Maths & Science) Qualified – 73%*
- XII. *UTET-I- 2014 (Maths & Science) Qualified – 69%*
- XIII. *PG Diploma in Business Administration (PGDBA) PART A – Annamalai University - 1999*
- XIV. *1 year Diploma in Multimedia from ARENA Multimedia, Dehradun – 1999*
- XV. *6 months Diploma in Computer Basics from First Computers, Dehradun – 1996*

Personal Details

Languages known : English, Hindi (Read, Write, Speak)

Date of Birth : August 27, 1977

Present Address : 204, Tower 2, Eastend Apartments, Ahinsa Khand 2, Indirapuram, Ghaziabad, UP 201014,

Permanent Address : Ward Miyanwala, PO Harrawala, Balawala Road, Dehradun-248 160

Telephone : +91 7060090722, +91 9808307022, +91 135 2686221,

Jaya Singhal
Ghaziabad, India



Doon International School

(A Co-educational, Day and Residential School, Affiliated to CBSE, New Delhi)
"PARI MAHAL" 32, Curzon Road, Dalarwala, Dehradun-248001 (U.K.) INDIA

Phone: +91 135 2656088, 2658491

E-mail: info@disdehradun.com, dis.parimahal7@gmail.com

Website: www.dooninternational.com

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms Jaya Singhal** served as PRT in this Institution w.e.f 15th April 2013 to 30th June 2023.

She was hardworking, dedicated and honest.

I wish her every success in life.



Station : **Dehradun**

Dated : **01 May 2024**

(Dr Dinesh Bartwal)
Principal

BRANCHES

Doon International School
Sector 69, S.A.S. Nagar, Mohali, Punjab
Phones: +91-172-2216700, 2216620; Fax: +91-172-2216842
e: dismohali@rediffmail.com, contact@dooninternational.net
w: http://dooninternational.net/

Doon International School
Nanda Ki Chowki, Paundha, Dehradun, Uttarakhand 248007
Phones: +91-9627598500 +91-7253000301
e: counselor@disriverside.com, reception@disriverside.com
w: http://www.disriverside.com/

Ref. ES/2022-23/32

Date 16/12/2022

'TO WHOM IT MAY CONCERN'

This is to certify that Ms. Jaya Singhal D/o Sh. Satya Pal Gupta, R/O Village Miyanwala, PO Harrawala, Dehradun is working in the capacity of Retainer Consultant with Empower Society, H 318, Nehru Colony, Dehradun 248001, since 4th May, 2015.

Under this engagement, she has been mainly responsible for Program coordination, IEC (Information, Education and Communication), Preparation of Action Plans and representing organization in various forums on case to case basis. Her retention cost to the organization has been approximately Rs. 3.6 lakh pa.

Ms. Jaya Singhal has served our organization with full dedication and utmost sincerity. She possesses good communication skills attributed with Programme Coordination, Liaising, Project Planning and Implementation capabilities.

I wish her all the success for her future endeavors.

Thanking you,

For Empower Society



Monideepa Sarma
Secretary (Governing Body)

MONIDEEPAA SARMA
Secretary
Empower Society, Dehradun



ST. KABEER ACADEMY

(O): 0135 - 2686787
0135 - 2112257

AFFILIATED TO CBSE

(School Affiliation No. - 3530228)

MIYANWALA CHOWK, HARRAWALA, NH-72, HARDWAR ROAD, DEHRADUN

E-mail :- st_kabeer@yahoo.com Website :- www.stkabeeracademy.com

Ref. No.....

Dated...07/03/2013

To Whom So Ever It May Concern

It is certified that Mrs Jaya Singhal has been teaching since 07-12-2012 as a PRT teacher in St. Kabeer Academy. She is very sincere & hard working.

I wish her all the best in future.

J. Sharma
07/03/13
Principal
Principal
St. Kabeer Academy
Sr. Secondary School
Dehradun
Affl.No.....



Green Field School

Registered & Recognised by Uttarakhand Govt. & NIOS, MHRD, GOI, NEW DELHI

+91-135-2672190 (O)
+91-135-2669652 (R)
E-mail : greenfield.doon@gmail.com


34-Mohini Road, Dalanwala, Dehradun- 248001 (Uttarakhand)

To whom so ever it may concern

This is to certify that **Mrs. Jaya Singhal** w/o Sh. Rajeev Kumar Singhal, resident of village Miyanwala, PO Harrawala, Dehradun has worked in **Green Field School**, Dehradun from **July 02, 2012 till December 06, 2012** as a teacher. She was teaching Science and Mathematics from class VI to VIII. During this period, her performance and conduct has been found satisfactory.

I wish her all the success in her career.

For Green Field School,


Mrs. Reena Jaggi
(Principal)

Dated : 10th December, 2012



The Indian Academy

DEHRADUN

Affiliated to C.B.S.E, Delhi

Jogiwala Mussoorie Bypass, Garhwali Colony,
(Near - Dobhal Chowk), Nehru Gram, Dehradun
Tel. :0135- 2114621, M.: 9997292442
E- mail : theindianacademy@gmail.com
the_indianacademy@rediffmail.com

Ref.No.

Date.....

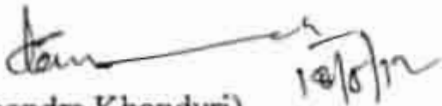
To whom so ever it may concern

18th May 2012

This is to certify that Mrs. Jaya Singhal, w/o Mr.Rajeev Kumar Singhal, resident of Village Miyanwala, P.O. Harrawala, Balawala Road, Dehra Dun worked in this Academy as a Teacher from 12th October 2011 to 31st March 2012.

During her tenure in the School her performance and conduct have been assessed to be satisfactory.

We wish her all the best for her future.


(Munendra Khanduri)
Director

RAJ SHREE PUBLIC SCHOOL

(ENGLISH MEDIUM CO-EDUCATION SCHOOL)

PANI KI TANKI, SHASTRI NAGAR, JAIPUR-302 016

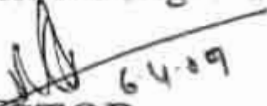
REF. NO.

DATED 6.4.2009

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mrs. Jaya Singhal has worked in Raj Shree Public School from Nov.2002 to March 2005. Her work is satisfactory.

I wish for her bright future.


DIRECTOR
RAJ SHREE PUBLIC SCHOOL
PANI KI TANKI,
SHASTRI NAGAR,
JAIPUR.

Date: 14-08-2002

To Whom so ever it may Concern

It is to certify that Mrs. Jaya Singhal Nee Gupta has worked in S&E Computer and Educational Institute from February 02, 2001 till August 14, 2002 as a faculty member for teaching Maths, Science and Computers.

Her conduct and performance during the above tenure was satisfactory.

For S&E Computer and Educational Institute

विमलेश

Coordinator

