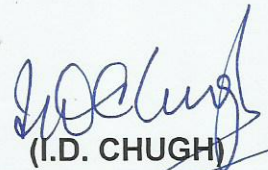


23rd May, 2017

COMPANY SECRETARY

Please find enclosed herewith Bio-data of Mrs. Sadhna Syal for consideration of Board of Directors in the next Board Meeting for her appointment as Woman Director in the Company.



(I.D. CHUGH)
WHOLE TIME DIRECTOR

Encl: As above.

PERSONAL PROFILE

SADHNA SYAL

Date of Birth: 17th Sept. 1957

Phone : 0 – 9755539770; 9981539770

E-mail : vyvomm@gmail.com

Address : Flat no. 01-608

Soumya Evergreen

Hinotia Alam

Bhopal-462042, India

Experience in Training :

- Registered as Trainer with the Institute of **Chartered Accountants** of India, since 2011
- Registered with the Institute of **Company Secretaries** of India, Bhopal Branch.
- Trained Managers of Cent Bank Homes in 2016
- Trained Managerial and Production Staff of **United Breweries Ltd.** at Ratibad, Bhopal in 2013
- At present working part-time with **Samavesh**, an NGO in Bhopal, Madhya Pradesh, since 2010 to train teachers in Madarsas and other Government institutes in Bhopal and other districts of Madhya Pradesh.
- Introduced VIKALP – an alternate learning programme in English, designed by me for First Generation learners in few schools and tribal areas of M.P. and now in Bhopal too.
- Was running my own **Personality Development Centre** in Bhopal. Teaching **Spoken-English**, soft skills and **Personality enhancement** to School and College Students, Working Personnel, Home-makers, etc.

Experience in Teaching :

At present working Free-Lance with –

- Teaching VNS Pharmacy College as visiting faculty for **Communication skills and spoken English**.
- Teaching English in **EduNirvana**, a private coaching centre for GRE & TOFLE.
- Have been doing English documentation work like - editing, concising, formatting and printing of Broachers/Annual report of existing documents for NGOs like Samarthan and Samavesh.
- 2003 to 2008 - Teaching secondary students in KAL, **Cambridge Board** of U.K., in Goa.
- 1991-2000 - Principal & Proprietor of **Pretty Petals (Kindergarten)** in Bhopal. Was responsible for total administration and management of the school.
- 1985-1988 - Teacher in Woodbine School in Kanpur.

Experience in Journalism :

- At present writing stories for children's books with Manjul publishers.
- Translating books from Hindi to English.
- Worked part-time with **Aadarsh Publishers** to develop content for KinderGarten books for their franchisee schools by the brand name of **Purple Turtle**.
- **Books published –**
 - **Spoken English for intermediate and advanced level** - book published by **Indra publishers**, Bhopal for distribution all over India.

- **Pencil Point** -a set of five books for children, on Cursive writing, published by **Manjul Publications**, Bhopal, for distribution internationally.
 - **Quiz Time for kids** – a set of five books for children, published by **Dreamland Publishers**, Delhi. These books are internationally available on Amazon.com.
 - **Lines & Curves** – a set of three books for writing by Dreamland Publishers, Delhi.
 - Published e-book with Amazon.com
 - Have published a book on **Punjabi wedding songs & customs** under my own publication **VYOM**.
- **Doordarshan Programmes** – Have participated in many live T.V. shows (**'Shubh-Shaam'** & **'Hello D.D.'**) on **Bhopal Doordarshan** during 2009-2013 dealing with **Stress, Time Management and Personality Enhancement**.
 - **Radio talks** - Have broadcast talks on **All India Radio, Goa** (medium wave) focusing on various issues & themes.
 - **Guest Speaker** – Was invited by various social groups like **NWWA** (Naval wives welfare association) & **GSY** (Goa Shipyard) **wives welfare Club** and **BHEL** (Bhopal) to talk about **Stress & Time Management**.
 - **School magazine** - Was **Editor of the School Magazine** for three years while teaching in **Woodbine School** in Kanpur.
 - **Reporter** - Worked as a Reporter for **'Sun Weekly'** in 1981.
Worked for a few months for a **local paper in Nehru Place**, New Delhi in 1980.
Have been writing **free lance** to leading newspapers and magazines like **The Hindustan Times**, **Sarita** etc.

Other Experience :

- **2014 onwards** – working part time as Project-in-charge with **Samavesh** (an NGO) - **Urban School Programme**.
- **2010-2014** – working part-time with **Samavesh** for capacity building of the team.
- **2001-02** - Handled management information process by collecting Database for advertisements and press news for **Tvad Indx**, a pvt ltd company based in Delhi.
- Competent at handling **basic programs in computers**, and **corel-draw** for publishing.
- **2000-01** - Worked for one year as **Business development officer** for **Dreamland publishers** to promote their books in reputed schools of Delhi.

Educational Qualifications:

- **Bachelor of Education (B.Ed.)** in **English Literature** from **Annamalai University** **Chidambaram** in 1997 with first division.
- **Diploma in Journalism (J.D.)** from **Women's Polytechnic**, South Delhi in 1979.
- **Bachelor of Arts (B.A.)** with **English Literature** from **Delhi University** in 1978.
- **Schooling** from various **convent schools** in northern India, due to father's transferable job in the Army.

Counselling:

Have been invited by the 'Vidhalaya Management Committee' of **two central schools** in **Goa**, to work with **10th & 12th class** students.
Apart from **counseling**, I also gave lectures on **Time & Stress Management** before exams.
Also held sessions for **teachers & parents**.

Other Interest Areas:

- **Reading:** I have special interest in reading. My favourite subjects are mythology, philosophy of life, education, self-help, healing, metaphysical mysteries, etc.
- **Writing:** Enjoy Creative writing & poetry both in English & Hindi.
- **Reiki:** Qualified in the Reiki Method of Natural Healing (third degree).