

Neha Singh

B.Com(Hons), Mcom, B.Ed, NET Qualified

CONTACT

9873400838



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Delhi



PROFILE

Caring and motivated teacher with Strong multitasking ability, recognized for excellent communication skills and ability to manage and enthusiastically engage classes of 30+ students. Deeply committed to providing creative educational materials and superior instructional support to create the best environment for education possible.

EDUCATION

University of Delhi

Bachelor of Commerce (HONS) BCOM
Graduated August 2013

University of Delhi

Master of Commerce MCOM
Graduated February 2015

GGSIIP University

Bachelor of Education (B.ED), Pursuing last semester

AWARDS

National Eligibility Test (NET) Qualified

Subject: Commerce

KEY SKILLS

- SMART Learning Suite
- Verbal & writing communication: Expert
- Creative lesson planning
- Interpersonal skills
- Self-motivated
- Blackboard Learn
- Classroom Management

Computer Skills:

MS Office, MS-word, MS-Excel, MS-PowerPoints, Internet and E-mail applications etc

Languages known

English: ●●●●●

Hindi: ●●●●●

PROFESSIONAL

TEACHER TRAINEE

ST .LAWRENCE SCHOOL, GEETA COLONY DELHI (SEP 2017)

- Preliminary School Engagement for period of two weeks in September 2017.
- Observation of class teaching with respect to pedagogical practices and learned classroom management techniques
- Independently supervised classes of 30-40 students during arrival and dismissal, mealtimes, on the playground, and on field trips
- Assisted and mentored students in groups and on an individual basis

TEACHER TRAINEE

MAYO INTERNATIONAL, DELHI (FEB 2018)

- Organisation of Co-curricular activities and encouraged students participation also recorded experiences.
- Engaged one-on-one with students with behavioral problems in both classroom and extracurricular settings, resulting in an improvement of more than 10% in their grades
- Supervised weekly reading group that encouraged students to read an average of 3 new books monthly.
- Proctored biweekly quizzes and weekly tests, ensuring academic integrity and an appropriate testing environment
- Worked under teacher's direction to maintain a clean, safe, and comfortable classroom.

PGT Commerce

SUBJECT: Business studies, Accountancy

New Delhi, Delhi

August 2018 – December 2018

PGT Commerce as part of B.ED Internship taught students of class 11 and 12 Business studies, accounts and Economics.

- Facilitated group sessions and provided one-on-one support.
- Collaborated with a team of faculty to develop after-school tutorial program for students in need of extra help.
- Created new lesson plans based on course objectives.
- Documented student attendance and progress against goals.
- Planned, implemented, monitored and assessed classroom instructional program.
- Advised students on crucial academic decisions such as Choice career and Streams by discussing and identifying their interests and strengths.
- Self-Correspondence –Writing Skill Ability to delegate & prioritize work.
- Capability to lead and supervise team Computer literate Professional.
- Problem Solving-Decision Making Skills Interpersonal –Communication
- Continuous learner and willingness to improve with experience.
- Optimum utilize of time with best use of knowledge and technology.

Activities & Interests:

- Organizing and coordinating various Cultural Events.
- Hobbies: reading Books, listening music, swimming, playing guitar.
- Good in Art & Craft

Strengths:

- Self-Correspondence –Writing Skill Ability to delegate & prioritize work.
- Capability to lead and supervise team Computer literate Professional.
- Problem Solving-Decision Making Skills Interpersonal –Communication Skill.
- Leadership skills Presentations skills.
- Continuous learner and willingness to improve with experience.

Personal Information:

Father's Name	: Mr. Rakesh Kumar
Mother's Name	: Mrs. Geeta
Date of Birth	: 31 st May, 1993
Gender	: Female
Marital Status	: Single
Nationality	: Indian
Languages Known	: Hindi, English.

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

DATE