Anit Kaur

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**Career Objective:**

A highly passionate, hardworking teacher with an experience of 6 years in teaching in a private school setting a goal to enhance the students’ performance.

**Professional Experience:**

Teacher in St.Kabir School, Ahmedabad *August 2017- January 2020*

Subject: Social Science [Board-CBSE]

Classes: 5th & 6th

Teacher in Ryan Global School, Navi Mumbai *December 2015 to July 2016*

Subjects: Business Studies & Economics [Board- IG]

Classes: 7th to A Level

Teacher in Hartmann College, Bareilly *July 2013 to July 2015*

Subjects: Math’s & English [Board-ICSE]

Classes: 5th & 6th

**Responsibilities:**

* Maintaining Records.
* As a housemistress assisted in house activities.
* Inspiring the students to learn the new things and by doing so shaping their future according to their interest.
* Interacting with each student and helping him/her to solve their problems.
* Arranging meetings with parents and discussing the development of the children.
* Conducted Dance shows, Fancy dress Competitions and decorated class according to various themes.
* Developing lesson plans as per the curriculum.
* Conducting tests for students on a monthly and weekly basis to track their progress.
* Responsible to conduct extracurricular activities for the students.
* Maintain discipline in the classroom.
* Maintaining the attendance register of the students.
* Maintaining up to date classroom display.

**Skills:**

* Ability to plan, collect material and deliver lessons in the class.
* Capacity to arrange the competitions and assess performance of the students.
* Ability to work with children of different attitudes and skills.
* Highly skilled in using various tools to make teaching interesting and effective.
* Ability to interact with children effectively so they can learn quickly.

**Additional Skills:**

* Working knowledge of MS Office.
* English Proficiency Test –IELTS 6.5 band.

**Certifications:**

* Tally ERP 9 from AMA Ahmedabad
* Training Program on **International Trade** from AMA Ahmedabad
* Training Program on **CRITICAL THINKING** from AMA Ahmedabad

**Extra-curricular activities:**

* Attended the scout and guide camp.
* Actively participated in the seminars held at national level and function organized at college level.
* Participated in various academic quiz and cultural activities at school and college level.
* Active member of stage committee of the functions at college level.

**Areas of Specialization:**

**B. Ed in Commerce and Economics.**

PGDM in Human Resource Management and Marketing.

**Academic qualification:**

* **B.ed from Jyoti College (MJPRU), Bareilly in 2013.**
* PGDM from Lal Bahdur Shastri Institute of Management & Technology, Bareilly in 2011.
* B.com from Bareilly College (MJPRU), Bareilly in 2009.
* Diploma in Interior Designing from IIFT, Bareilly in 2008.
* 12th from St. Maria Goretti Inter College (ISC), Bareilly in 2006.
* 10th from St. Maria Goretti Inter College (ICSE), Bareilly in 2004.

**Languages Known**: English, Hindi, Punjabi

**Passport availability**: Yes