**Personal Resume**

Maths Educator(pgt) Name- Mr. Zalak Shah

Add-123, Malay Tenaments, Vasna Barrage Road, Vasna, Ahmedabad, Gujarat, India

Pin code- 380007.

Contact numbers -+ 918469283566(M)

+ 917926613262(R)

## E-mail Id- [zaludear@rocketmail.com](mailto:zaludear@rocketmail.com)

**zaludear@gmail.com**

Areas of Expertise:

**Technology integration – creative questioning-creative lesion planning- heterogenous grouping-rubrics-student motivation- team teaching approach – multiple intelligences-classroom management-assessment tools-performance assessment-use of manipulative-critical thinking**

Career Objective - **To be a successful individual by adapting myself to the changing technological and organizational environment and to contribute my knowledge and skills in achieving the organizational goals.**

# Achievements:

**1) Certificate of Appreciation from Educational Assessment Australia for appreciates the efforts of in coordinating the “”2008 INTERNATIONAL ASSESSMENTS FOR INDIAN SCHOOLS MATHEMATICS “” at HOLY FAMILY ENGLISH MEDIUM SCHOOL.,SANAND , INDIA.**

**2) Certificate of “” PERSONALITY DEVLOPMENT AND PUBLIC SPEAKING COURSE FOR YOUTH “” from SHREE SAHAJANAND MULTY COURSE ACADEMY,AHMEDABAD , INDIA.**

**3) Certificate of “” OFFICE EXECUTIVE COURSE “”. From MICRO GENERAL COMPUTER SOFTWARE HOUSE , AHMEDABAD , INDIA.**

Present Job – Global Indian International School, Jagatpur, Ahmedabad, India

Job title- PGT Maths teacher

Duration- June 2019 to till date.

Job Duties:

--Planning, developing and executing lessons that reflect the curriculum and the state”s core educational standards.

--Adapting mathematics curriculum for individual, small group and remedial instruction to meet the needs of identified students or subgroups students.

--Evaluating the academic and social growth of students.

--Evaluating student progress and the ability to meet courses standards in mathematics knowledge and skills.

--Establishing and maintaining standards of student behaviour.

--Planning and developing lesson plans and teaching outlines.

--Employing a variety of methodologies in teaching and instructing pupils, including demonstration, discussion and lectures.

--Utilizing educational equipment, such as materials, books and other learning aids.

Teaching Experience:

1)DPS East School, Hirapur, Maninagar campus, Ahmedabad.

Job title- PGT maths teacher(part time)

Duration- AUG 2019 to Dec 2019

2)AnandNiketan Group Of School, Satellite Campus, Ahmedabad..

Web Site-www.anandniketan.org

Job Title- PGT Maths Teacher (ICSE, IGCSE board)

Section: (secondary & Higher Secondary) Duration-June 2013 to till June 2019

Job Duties: **- preparing and delivering lessons to a range of classes of different ages and abilities;**

**-marking work, giving appropriate feedback and maintaining records of pupils' progress and development;**

**-researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;**

**-selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards;**

**-undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;**

**-preparing pupils for qualifications and external examinations;**

**-managing pupil behavior in the classroom and on school premises, and applying appropriate and effective in cases of misbehavior;**

**-supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs);**

**-participating in and organizing extracurricular activities, such as outings, social activities and sporting events;**

**-participating in departmental meetings, parents' evenings and whole school training events; measures**

**-liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers;**

**-Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).**

3)S.G.V.P. International school Affiliation – CIE (Cambridge- UK) , (CITA/SACS-USA), (USCA-USA),(CISCE-NEW DELHI ) E-mail:admin@sgvp.org Website: www.sgvp.org Address- New SGVP Circle , S.G. Highway , Chharodi, opposite Nirma college, Ahmedabad-382481,Gujarat, India. Job Title - PGT Maths teacher (ICSE & IGCSE board) Duration – April 2009 to June 2013. Job Duties & Responsibilities-

**¤ Designed and implemented lesson plans for classes: calculus, Functions, Trigonometry, probability and statistics, college algebra, geometry, Design and present comprehensive lesion plans and math concepts .**

**¤ Restructure classroom policy to reflect my classroom management style of consequence.**

**¤ Counteracted “seniorities by utilising cooperative learning with students teaching a chapter and testing themselves.**

**¤ Motivated students to enjoy their math more by inviting speakers to class to spoke about the relevance of math to the career.**

**¤ Assessed students progressively in math concept class new point utilise Macintosh spread sheet software to record grades.**  4)Holy Family Higher secondary School, Sanand, India. Job Title - Maths teacher in Secondary & Higher secondary Job duration-June 2006 to June 2009 Job Duties & Responsibilities-

**To manage the teaching and learning processes for all assigned groups and courses.**

**Key tasks include:**

**- keeping up to date with subject and course developments and external requirements such as exam boards and awarding bodies;**

**- preparing schemes of work and learning programmes;**

**- undertaking appropriate assessment activities to monitor the progress and attainment of students;**

**- recording and reporting student progress and attainment in line with College policies and practices;**

**- promoting and delivering a range of teaching and learning strategies to enhance student achievement;**

**- acting as a course/subject leader within the department where appropriate;**

**- contributing to the review and evaluation procedures in line with the College's Quality Assurance policy.**

**- teaching across a range of subjects as appropriate** 5)Upanishad Institute, Paldi, Ahmedabad : ( Institute of Science & Commerce Stream from Std 8th to 12th). Duration - June 2001 to March 2009 . Designation- Math teacher. Job Duties & Responsibilities -

**• To play a full and enthusiastic part in the general life of the Institute.**

**• To support and work co-operatively with the Head of Department and other team members.**

**• To be flexible and responsive in all aspects of the post.**

**• To undertake a full teaching load in line with Institute policy.**

**• To support the ethos of the Institute , its marketing, publicity and recruitment activities**.

**• To implement the Institute's policies on Equal Opportunities and Health and Safety.**

# **6)Jigna Classes, Ahmedabad : ( Classes of Science & Commerce Stream)** Duration – June 1997 to June 2001 Designation -Maths teacher in Grade 8th to 12th

Job Duties-

Responsibilities of class lectures

Doubt solving & Create confidence in students

To prepare worksheets &v Assignments for students.

To handle parents meetings .

To prepare progress report of each student.

# 7) Vedanta the Group of Education. ( Educational Institute Of Science stream from std 5th to 12th & College section of B.S.C. , Engineering Section , Practical Laboratories etc. ) Duration - June 2007 to March 2009 . Designation – Maths Teacher in secondary & Higher Secondary section. Job Duties & Responsibilities -

**-- Delivering a specified group tutorial programme, which aims to develop students’ study, interpersonal and life skills.**

**-- Providing advice, guidance, and support on progression within the college, and to employment or --- University, including the writing of HE references.**

**-- Monitoring students’ progress, and ensuring their regular and punctual attendance.**

**-- Setting and reviewing targets through one to one tutorials.**

**-- Monitoring students’ academic programmes to maximize their achievement. -- Identifying ‘at risk’ students and referring them for appropriate support. Maintaining auditable records for group, one to one tutorials and student reviews.**

8)REAL BUSINESS EDUCATION **(**RBE): **JOB TITLE: MATHS EDUCATOR DUTIES: Teaching Maths in competitive exam like IIT, GMAT, GUJCET, CAT, AIEEE etc... .**

##### Staff Development and Appraisal-

##### **• To support Staff Development and Appraisal policies.**

##### Qualification: **S.S.C. (Distinction) (78 % + 5% due to technical subjects ) H.S.C- (Distinction) (65% +5% due to technical subjects) B.E. Electrical . [Gujarat University, L.D.College of Engineering]**

**B.S.C with Maths ( First class) [Private University] B.Ed. [Pursuing] [ Gujarat University, S.M. Patel college] M.B.A. (Specialization in IT & Marketing) ( Grade- A)**

Other computer course – Office executive course.

(Micro General Institute) Grade – A++

## **Computer knowledge - Operative knowledge of computer.**

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| Operating systems | Windows 98/2000. |
| Utilities | MS-OFFICE, Auto Cad, Net surfing |

# **Languages Known – English, Hindi, Gujarati, French ( Basic).**

Strengths: **¤Good interpersonal Skills ¤Quick decision making backed by strong analytical ability ¤Team player with ability to motivate others.** Personal Details- **Marital status: Married. Nationality- Indian.**

**Birth Date - 13/05/1977** Others: **Hobbies include - reading books, Listening Music, playing chess, travelling etc.**