**CURRICULUM VITAE**

**Shahina Mansuri**

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**Career Objective :**

* I want to work in a real professional atmosphere that let me utilize my skills & provide the scope for widening my knowledge

**Highlights:**

* Working as a French teacher at one of the leading International School
* Worked as a visiting faculty at the leading International and Domestic institutes
* Worked as a French Interpreter at the Vibrant Gujarat Global Summit held by the Government of Gujarat
* Well versed with English and French language

**Working Experience:**

**Global Indian International School (GIIS – Ahmedabad Campus)**

**Designation: -TGT French Teacher**

**From: Jun 2017 - Currently Employed**

* Teaching French language to the students of Grade 4 to Grade 10
* Teaching Hindi language to Grade 2 and Grade 3 students
* Setting Exam papers, Checking completed paper / assignments, Preparing results on a regular basis and providing feedback to the students on their performance and giving positive reinforcement to them
* Participating in the Theatre classes and teaching students on a different role plays and acting
* Helping co-teachers to finish their courses and in other different tasks

**- National Institute Of Design (NID)**

**- National Institute Of Fashion And Technology (NIFT)**

**- Gujarat National Law University (GNLU)**

**- Pandit Dindayal Petroleum University (PDPU)**

**Designation: - Visiting Faculty / Language Tutor In French**

**From: 2011-2013**

* Taught French language to 250+ Students in the above mentioned Institute / Universities
* Taught basic level to High level of French Language which makes them experts in the new language
* Groomed students in such a way that they can achieve the highest level of expertise in French language
* Taught through electronic versions of teaching like E-classes, websites, online learning facilities, prepared different assignments for group activities and for individual student as well
* Helped students in improving their language command, increase their confidence in speaking French. Gave them different projects, comprehensions, encourage them to participate in different debates which allows them to speak in public
* Set exam papers, checking completed papers, preparing results on a regular basis and providing feedback to students on their performances. Also, helps them with their queries and doubts

### [Vibrant Gujarat Global Summit](http://vibrantgujarat.com/) 2013 (Leading Global Investor summit held by the Government of Gujarat, India)

**Designation: Team Leader and French Interpreter**

**From: 11 Jan ‘13 to 13 Jan ‘13**

* Organizing and managing the event
* Interpreter for the French Nationals
* Comprehending different local languages and translating them into French for the visitors
* Briefing visitors and investors about the Gujarat State and the Vibrant Summit

**Alliance Française**

**Designation: Receptionist / Counselor**

**From: 24 Jul ‘08 To 31 Jan ‘09**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Counseling students about the language courses and guiding them with the appropriate information regarding the joining formalities and registration procedures
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.

**Computer Skills:-**

* Windows 2007
* Windows 2010
* Certificate in CIC
* Multimedia And Business Applications
* Computer Security and Virus Protection
* Use of DMBS and Spreadsheet in small Office

**Education:**

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| --- | --- | --- |
| **Degree** | **University / Institute** | **Year** |
| **Bachelor Of Commerce Accounting** | **Gujarat University** | **2007** |
| **Level 1** | **Alliance Française** | **2008** |
| **Level 2** | **Alliance Française** | **2008** |
| **Level 3** | **Alliance Française** | **2010** |
| **Master Of Commerce**  **Accounting** | **Gujarat University** | **2010** |
| **Level 4** | **Alliance Française** | **2011** |
| **Bachelor of Legislative Law (L.L.B)** | **I. M. Nanavati Law College** | **2016** |

**OJT Trainings:**

|  |  |
| --- | --- |
| **Training** | **Implementation** |
| **Multiple Intelligence in My GIIS** | **Using GLIMS for Uploading Worksheets, Homework, Attendance Marking, Reports and Results, Student and Staff details, etc.** |
| **Ramco Training** | **Leave status-Applying Leave, Compensations, Registering for trainings, Pay slips, and Employee details.** |
| **Google APPs** | **Using Google APPS for Class Assignments.** |
| **Smart class training** | **Using Smart board for showing audio-visual clips.** |
| **Flipped Classroom-1** | **Flipped way of Teaching.** |
| **Flipped Classroom-2** | **Flipped way of Teaching.** |
| **Flipped Classroom-3** | **Flipped way of Teaching.** |
| **Teachers as counsellors-1** | **Handling students with diverse needs and abilities** |
| **Teachers as counsellors-2** | **Handling students with diverse needs and abilities** |
| **Pygmalion Leadership** | **Effects of Positive thinking** |
| **Positive Thinking and Questioning** | **How to prepare questions before going to the classroom.** |
| **Body Image** | **Carrying yourself with correct grooming and personality** |
| **Communicative Classroom** | **Made the class more alive and active after the workshop.** |
| **Classroom Management** | **Managing classroom effectively.** |
| **Lesson Planning** | **Effective Lesson Planning** |
| **Body Science/Sexuality Education** | **Adolescence/ Handling sexual abuse.** |
| **Life Skill Lecture by Kamal Mangal** | **Life skill lessons** |
| **Trinity training for performing arts –By Father Vincent** | **Performing Arts enhancing academics** |

**Achievement and Award:**

- Excellence awards from the Organizer for managing the event ([Vibrant Gujarat Global Summit](http://vibrantgujarat.com/) 2013) and working as an interpreter which helps them to receive big investments in my state and country.

**Regards,**

**Shahina Mansuri**