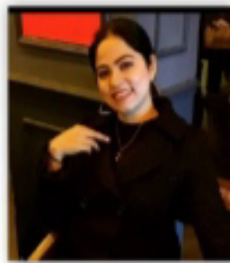


Sudiksha Batra

E-mail: sudikshabatra9651@gmail.com

Mobile : 8726539225



Career Objective:-

Seeking a position of a Montessori Teacher in an institute which offers me professional growth and gives me an opportunity to utilize my capabilities and professional experience for the academic progress of the students.

Professional Experience:-

PRE-PRIMARY Teacher | Escorts World School
Kanpur 2016-2022 .

PRE-PRIMARY Teacher | Blue Bells Preparatory School
April 2022

Role and Responsibilities as a Teacher :-

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Maintain accurate and complete records of students' progress and development.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.

Perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement.

Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.

Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.

Academic Qualifications:-

Degree	University/Board
Bachelor of Education (B.Ed.)	CSJM UNIVERSITY ,Kanpur 2019-2021
Bachelor of Commerce (B.Com)	CSJM UNIVERSITY, Kanpur2015-2018
Senior Secondary School (12th)	Sanatan Dharam Balika Vidhalaya , Kanpur 2015
Higher Secondary School (10th)	UP Board, Gyan Niketan Sr. Sec. School,Kanpur 2013

Computers proficiency

Operating system

Windows 7

Windows 10

Microsoft Office Suite

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Word

Personal Strengths:-

I am a storyteller.

Eagerness to learn and explore.
Flexibility and Adjustability.

Language known:-

English (Full Professional Proficiency)
Hindi(Native or Bilingual Proficiency)

Personal dossier:-

Date of Birth	: 20-9-1998
Gender	: Female
Husband's Name	: Mr. Pawandeep Singh Bhatia
Father's Name	: Mr. Ramesh Batra
Mother's Name	: Mrs. Shalini Batra
Nationality	: Indian
Marital Status	: Married
Hobbies	: Drawing, Music & Reading
Languages Known	: English and Hindi

I hereby declare that all the information furnished above is correct and complete to the best of my knowledge.

SUDIKSHA BATRA