#### Profile Summary

A very talented, skilled, patient, and children-loving Primary Teacher whose main goal is to convey knowledge to young learners with various teaching methodologies that would help children uplift their self-esteem and maintain interest and enthusiasm; has given guidance and assistance to students in times of difficulties and has a creative attitude and thus adapted new different learning techniques to enrich the students learning ability; Capable to take classes on MS Teams, Zoom, Google Meet.

#### Contact

PHONE:

9073984718

EMAIL:

#### neha.vkm@outlook.com

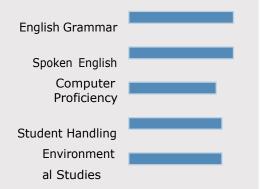
#### **Hobbies**

Karate

Skating

Travelling

#### **SKILLS**



### **NEHA MISHRA**

#### **EDUCATION**

- ✓ CTET QUALIFIED
- ✓ **B Ed** (2020-22) from CRSU, Jind , Haryana
- ✓ **M.B.A** (2008-10) from **Devi Ahilya University, Indore**, M.P.

#### **WORK EXPERIENCE**

## BLUEBELLS MODEL SCHOOL, Sec 4, Gurugram (Currently working)

- Working as English Language Lab In charge:
- Guide the learners towards the nuances of the English language while using the software of the language lab.
- Developing language learning aids.
- Coordinating acquisitions of laboratory hardware software. Maintaining records of materials and equipment in a systematic manner.
- Developing weekly lesson plans in accordance with the school curriculum.
- Handling daily classroom (Online and Offline) set up observing students' behavior and progress.
- Collaboration with other subject teachers to monitor weaknesses and strengths of each student.
- Students Assessment in preparation for examinations and creation of question papers on Google form.
- Creating listening and comprehension tasks to evaluate and upgrade LSRW skills of students.

# PRIME SCHOLARS INTNL SCHOOL, Sec 102, Gurugram [3/02/2020 - 22/01/2022]

> Worked as PRT English, EVS Teacher, Class Teacher

#### Responsibilities:

- Handling daily classroom (Online and Offline) set up observing students' behavior and progress.
- Updating daily work in teacher's workspace on NLP.

- Developing weekly lesson plans in accordance with the school curriculum.
- Collaboration with other subject teachers to monitor weaknesses and strengths of each student.
- Communication with parents to ensure proper guidance at home.
- Students Assessment in preparation for examinations and creation of question papers on Google form.
- Recorded and computed grades of students according to their academic performance.
- Conducted PTM every quarter.

### Royal Bank of Scotland, New Delhi

07/01/2013-20/08/2013

#### > Officer Grade 2

#### Responsibilities:

• Account Handling; Client verification, KYC update.