

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.

1.1.2 Contact

PHONE:

9073984718

EMAIL:

neha.vkm@outlook.com

1.1.3 Hobbies

Karate

Skating

Travelling

SKILLS

English Grammar



Spoken English



Computer
Proficiency



Student Handling



Enviromental
Studies



NEHA MISHRA

1.1 EDUCATION

- ✓ **CTET 2022** qualified PRT & TGT
- ✓ **B Ed** (2020-22) passed with 69.9 % CRSU, Jind , Haryana.
- ✓ **M.B.A** (2008-10) from Devi Ahilya University, Indore, M.P.

1.2 WORK EXPERIENCE

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

- Working as English Language Lab Incharge:
- 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

[6/04/2021 – 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.

1.2.1.1 Royal Bank of Scotland, New Delhi

07/01/2013–20/08/2013

➤ **Officer Grade 2**

Responsibilities:

- Account Handling; Client verification, KYC update.