

## **RUCHIKA VOHRA**



Hardworking and passionate pre-primary/ primary teacher focused on creating a positive environment in which toddlers can learn and grow. Incorporates experience and interdisciplinary knowledge into the classroom to engage students of all learning orientations.

E-2126, Palam Vihar, Gurgaon-122017, Haryana.

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**Career Objective:** Position within the school to increase the positive track record of the school as a Teacher.

### **Summary of Qualifications:**

- Skilled in handling Nursery and Pre-School children.
- Thorough knowledge of the curriculum of the nursery classes.
- Exceptional knowledge to deal with children.
- Remarkable ability to build good relationships with children and parents.
- Outstanding ability to work in a team using and implementing own initiatives.
- Strong organizational and time-management skills.
- Excellent communication skills; both oral and written.

### **Work Experience:**

- UKG Teacher- April 2023 till date (Future Pathways, Palam Vihar- Formerly Presidium School, Palam Vihar)
- Nursery Teacher- July 2022 to March 2023.

Presidium School, Palam Vihar, Gurugram 122017.

- Supervised a group of 25 students throughout the academic year.
- Responsible for planning and executing the syllabus.
- Worked with interdisciplinary team members to evaluate children's progress and recommend appropriate learning plans.
- Addressed behavioral and learning issues with parents and daycare management.

- Fostered reasoning and problem-solving through activities.
- Gave one-on-one attention to children while maintaining overall focus on the entire group.
- Established daily routines that were easy for the children to follow

➤ Nursery Teacher- May 2014 to December 2020.

The Maurya School, Palam Vihar, Gurugram 122017.

- Prepared and compiled a Rhyme book for the Pre Primary wing.
- Set up the Hindi notebooks for KG students.
- Planned and organized indoor and outdoor activities for the students.
- Developed personal, physical, and emotional skills of the students.
- Maintained effective relationships with the parents of the children.
- Participated in various meetings and activities conducted by the school.
- Created and planned teaching resources and visual aids.
- Communicated regularly about students' growth to the parents, guardians, and management.
- Monitored development and behavior and identified the problems they might be facing, discussed them to find a solution, and resolve them.
- Maintained all the relevant records and ensured to complete all the assessments for each of the children to achieve the curriculum and the institution's goals and objectives.
- Managed to attend all relevant meetings, training courses, seminars, and workshops.
- Ensured to follow all the guidelines as specified by the school.
- Performed towards social and physical development of students.
- Developed the language, literacy, and numeracy skills of the children.
- Encouraging mutual co-operation and maintaining good behavior of the child.
- Prepared activities that are most relevant to nursery students.

#### **Education:**

- Higher Diploma In Software Engineering from APTECH.
- Bachelor of Arts from the University of Delhi.
- B.Ed Degree from Singhania University.

#### **Certificates:**

- Workshop on needs and education of students with learning disabilities.
- CBSE workshop on Social and Spiritual quotients among schools.
- CBSE workshop on Pre School teaching.

- CBSE workshop on Happy Classrooms- Exploring Happiness.
- CBSE workshop on Ethics and Integrity- Innovative methods for students to teach Ethics and Integrity.
- CBSE workshop on Ethics and Integrity-Understanding Ethics and Integrity.
- Certified Microsoft Innovative Educator.

**Previous Professional Experience:**

Organization: L.I.C Branch Office, Model Town

Duration: October 2002 to March 2004

Designation: Office Executive

Organization: M/S Logical Solutions, Ashok Vihar

Duration: March 2001 to June 2002

Designation: Front Office Executive

**Personal and contact details:**

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Marital status- Married

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