

# Anjali Sharma

**Address:**

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## Summary

Aspiring teacher with skills in classroom management, lesson planning and organization along with a compassionate and caring attitude focused towards inspiring, motivating, and developing each student's imagination and innovative thinking.

## Synopsis

A goal oriented individual with 5 years of focused experience of teaching industry.

## Experience

### ➤ GAV International School,37C, Gurugram (SENIOR ACADEMIC COORDINATOR)

- Currently working as senior academic coordinator
- Supervise classroom teaching and secure co-operation and coordination amongst teachers
- Supervise overall marketing, admin & academics of the school
- To coordinate, organize and execute various internal & external events & campaigns.
- Preparation of the school timetable, allocation of duties of the teachers in her section.
- Plan the years academic work in consultation with the staff
- Ensure that all new staff is acquainted through orientation programs.
- To assist with the effective and efficient use of school management information systems and the financial management of school, admissions and enrollment.
- To Take Data driven Decisions by using Dashboards monitoring the progress of the school, the teachers and the students

### ➤ IBMR , Gurugram Visiting Faculty (Mathematics Lecturer)

- Worked as Visiting Faculty (Mathematics Lecturer) in, July 2022 to Dec 2022
- Organized various workshops for the students.
- Provided effective lectures with the help of ICT.
- Remedial classes for the students.
- Promoted as coordinator.

➤ **New Happy Public School, Yamuna Nagar**

- Worked as (Academic coordinator + PGT Maths) May 2018 to Feb 2022
- Helped students to achieve excellent board results
- Taught science to grade 9<sup>th</sup>, 10<sup>th</sup>
- Organized various workshops, seminars for the teachers & students
- Plays a vital role in admission counselling
- Attended CBSE workshops
- Organized various activities & events including annual function
- Got nominated as best teacher in 2019,2020
- Dealing effectively with parents

➤ **Shemford Futuristic School, Ambala**

- Worked as PGT Maths, Nov 2016 to Feb 2018.
- Helped students to achieve excellent board results.
- Planned hobby class for students & trained girls in self defence.
- Remedial classes for weak students.
- Organized annual function & did anchoring in the same.
- Organized various activities like student parliament, cashless campaign, go green, cashless India, etc.

**Education**

- M.Sc (Statistics ) - Kurukshetra University , 2016
- B.Ed (Physical Sciences & Math) - Kurukshetra University , 2014
- B.Sc (non-med) - Kurukshetra University ,2013

**Certificates**

- CTET Qualified
- Internship at AIIMS, Delhi
- Programming Languages: C & C++ language, SPSS Software