

Anchal Malik



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Synopsis

- ⇒ Dynamic teaching Professional having over **6.5 years** of experience providing comprehensive supervision and support to the students. Adept creating an atmosphere conducive to learn while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive productive learning environment through astute observation and engagement.
- ⇒ I am a well organised and qualified Trained Graduate Teacher (TGT) with a number of years teaching experience. I can adapt my teaching style to suit the needs of diverse groups of children. I have a passion for teaching and have achieved great key stage results & appreciations in the past. I have been always helping my schools whereas I worked for to gain outstanding Ofsted inspection results on more than one occasion.

Objective

- ⇒ Seeking an employment as a PRT/ TGT (Maths and Computer Science) at one of the country's most excellent and outstanding educational establishments known for producing students at the forefront of their field.

Highlights

- ⇒ Excellent communication skills to deliver & creatively present the lessons in an interesting and fun manner.
- ⇒ Have creative bent of mind which helps in delivering lessons through activity based learning.
- ⇒ Have a caring attitude to attend to children's needs and concerns in time.
- ⇒ Possessing good research skills and an enthusiastic mind-set towards concept learning for Students.
- ⇒ Well experienced in to understand Child Psychology, Pedagogy of Social Science, Primary Environmental Studies, Mathematics, computer science & other subjects too.
- ⇒ A Dedicated teacher who always has the students' needs in mind to help them grow.
- ⇒ Exceptional ability to make meaningful contact with students and their parents.
- ⇒ Always looking for new ways to create meaningful lesson plans.

Work Experience

Sona Modern Public School- Devli Road, New Delhi. (July-12 to September-18)

TGT – Maths & Computer science (March 2014 to September 2018)

Responsibilities:-

- ⇒ Taught mathematics to 6th & 7th standard classes and conducting class tests and evaluating the performance.
- ⇒ Created comprehensive lesson plans incorporating various methods of teaching to ensure pupils are actively engaged and understand the concept easily.
- ⇒ Collaborated with colleagues to integrate new activities and allocate effectively the available resources.
- ⇒ Developed and introduced an enrichment program for students who were not quite equipped to move on to the next level.
- ⇒ Worked with students to set goals, improve performance, and find additional resources to achieve academic success.
- ⇒ Responsible for developing interactive and interesting lesson plans based on approved curriculum.
- ⇒ Responsible for creating several after school computer labs that helped students understand how to properly use the Internet.



- ⇒ Responsible for developing a very popular after school computer program that taught the benefits of responsible Internet use.
- ⇒ Assisted in developing interactive learning programs with other teachers that wanted to utilize Internet tools.
- ⇒ Responsible for developing interactive after school computer labs.
- ⇒ Responsible for maintaining and upgrading all of the computers in the lab, if required.

Worked As PRT July 2012 to March 2014

Responsibilities:-

- ⇒ Successfully managed classroom environment and provided positive role modelling and created fun, engaging classroom activities.
- ⇒ Taught reading, writing, oral communication skills, science, mathematics, history, and arts and crafts to primary school classes.
- ⇒ Guided students in developing their English language abilities by devising lesson plans and supplemental learning materials.
- ⇒ Made and corrected school journals & accurately maintained students' academic records.
- ⇒ Prepared records; analysed and performed review engagements.
- ⇒ Acquired greater independence in performing duties.
- ⇒ Assisted principal in daily management of the school and Coordinated school sporting events
- ⇒ Planned educational activities to promote a positive atmosphere for learning.
- ⇒ Provided assistance with homework to ensure optimum results.
- ⇒ Was responsible for providing after school care for young inner city children.
- ⇒ Developed relationships with parents and children to ensure productive communication.
- ⇒ Provided guidance and counselling to students and their Parents.
- ⇒ Facilitated discussion on effective classroom management.

Education Qualification

- ⇒ **CTET** - Qualified Level-1
- ⇒ **M.Ed.** – South Point College of Education, Sonipat.(Result Awaited)
- ⇒ **B.Ed.** – Math & Computer Science from MDU, Rohtak.
- ⇒ **BCA** – From GGSIP University, Delhi.
- ⇒ **MBA** – Information Technology from SMU.

Computer Proficiency

- ⇒ Microsoft Windows.
- ⇒ Microsoft Outlook.
- ⇒ Microsoft Word, Excel & Power point etc.

Hobbies

- ⇒ Reading
- ⇒ Travelling
- ⇒ Listening Music

Personal Dossier

- ⇒ Date of Birth: 01 October 1986
- ⇒ Linguistic Ability: English, Hindi, Punjabi.
- ⇒ Gender: Female
- ⇒ Marital Status: Married
- ⇒ Address: B2, Govind Apartment Export Enclave, New Delhi.

I "Anchal Malik" certify that, the information furnished above is true and authentic as per best of my knowledge.



Place:
Date:

(Anchal Malik)

