

POOJA

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EDUCATOR

A passionate Hindi Teacher. Winner of Delhi state Yoga Championship, Represented Delhi in All India National Yoga Sports championship, also took part in various inter or intra college-level competitions and secured places. Accomplished Foundation course in yoga from Morarji Desai National Institute of Yoga and Postgraduate diploma in yoga from Shri Lal Bahadur Shastri National Sanskrit University. Currently pursuing B.ed from Maharshi Dayanand University.

WORK EXPERIENCE

MANAVA BHARATI INDIA INTERNATIONAL SCHOOL–panchsheel park, Delhi

PRT Hindi Teacher

July 2022–Present

- Taught Hindi language and literature till grade 6th.
- Helped the children in poem recitation.
- Prepared PPTs and worksheets for teaching. Organised online classes on Google Meet.
- All necessary paperwork for class activities, such as examination papers making, curriculum planning, teaching plan, and daily lesson plans, were prepared and filed.
- followed the curriculum guidelines to prepare course objectives and outlines
- Assigned lessons on a regular basis and conducted tests to evaluate the progress.
- Worked as an Incharge in school activities and events, like Annual Day, Sports day, and life skill programs.
- Worked as a Class Teacher, maintained Attendance register, Teachers diary, Marks register and prepared students report cards.
- Ensured to meet the parents to discuss the progress and problems of students.

Amrita Public School – South Sainik Farm, Delhi

Mother Teacher

March 2022 – May 2022

- Worked with students of all ages and abilities to help them develop lifelong learning skills and study.
- All the paperwork for classroom activities, such as meal schedule, timetable, curriculum planning, teaching plan, and daily lesson plans, were prepared and filed.
- Alternated between formal and informal teaching methods, such as storytelling, practical activities, and well-being experiments to keep students interested.
- Collaborated with the teaching staff in preparing the syllabus and organizing an orientation program for students and parents.
- Fostered meaningful relationships among students through student retreats and teamwork.

Gargi College (University of Delhi) – Siri Fort, New Delhi

Guest Yoga Instructor

September 2021 – March 2022

- Designed curriculum and integrated lesson plans for beginners to advanced learners.
- Maintaining a positive environment for learners and immediately addressing their concerns.
- Shared the knowledge of yoga and helped to resolve any doubts regarding physical and spiritual aspects of the practice.
- Ensured safety and required precautions during the classes.
- Conducted the online practice exam and prepared the marking scheme.

Private Tutor – Delhi

Self Employed

June 2015 – Present

- Taught subjects like Hindi, English, Maths, Science, Social studies, science, and G.K to class 1st - 6th and helped students to secure high percentiles in their exams.
- Taught Hindi to grade 1st - 8th.
- Helped students to sing Hindi poems in various competitions, writing Hindi poems and articles.
- Given home tuitions and ensured complete academic development of students.
- Given online classes on Google meet and Zoom.

EXTRA-CURRICULAR ACTIVITIES

Various Participations

- Singing competitions winner - Gargi College
- Speech competition winner - Gargi College.
- Conducted various college events.
- Took responsibility as Yoga team captain.
- Worked with various teams for college events.

EDUCATION

Maharshi Dayanand University– Rohtak, Haryana

Bachelor of Education (b.ed)

August 2022-Present

Shri Lal Bahadur Shastri National Sanskrit University – Katwaria Sarai, Delhi

Post-Graduation Diploma, Yoga Sciences; Cumulative Percentage: 68%

Sept 2020- Nov 2021

University of Delhi – North Campus, Delhi

Master of Arts (MA), 2 years post-graduation degree in Hindi Language & Literature; Percentage: 55%

July 2018- Aug 2020

Gargi College (University of Delhi) – Siri Fort, New Delhi

Bachelor of Arts (BA), 3 years under-graduation degree in Hindi Language & Literature; Percentage: 65%

Sept 2020- Nov 2021

ADDITIONAL

Skills: Mentoring, Adaptability, Knowledge of Anatomy, Interpersonal Skills, Curriculum Designing, Preparation of Lesson Plans, Ability to Organise Child Development Activities, Child Care, Documentation, Keeping Daily Logs, Yoga Choreography, Physical Skills, Well-Being Education, Interpersonal Skills, Time Management, Problem Solving, Attention to Details, Online Teaching, MS Office.

Certifications & Training

- TCS iON Career Edge - Young Professional Course
- TCS iON Career Edge – Digital Teacher Course
- Foundation course in Yoga Science from Morarji Desai National Institute of Yoga

Languages

Full Professional Proficiency in Hindi, Professional Working Proficiency in English