

# **Curriculum Vitae**

## **Rupali Jain**

A 40, Phase 1, New Palam Vihar ,Gurgaon -122001

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### **Career Objective**

Resourceful team player with a positive and effective teaching style seeking employment at a well-liked and well-reputed institute / school. Achieve good progress in my career through all my best subject knowledge and great teaching efforts.

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### **About Myself**

- 7 Years of total experience as Primary Teacher.
- I can work persistently.
- I have a positive frame of attitude towards my work.
- My ideals are innovation and creativity.
- I enjoy interacting with children and would love to teach them new things.
- Good in dealing with kids of ages 4 to 11.
- Patient listener.
- Non-threatening and less strict in my dealings with kids.
- Easy person to talk to.
- Creative in my lessons.

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### **Key Skills & Expertise**

- Experienced in carrying out all the duties associated within the Primary Teacher role.
- Experienced at planning/organizing lesson plans
- Passionate about teaching and child development
- Excellent knowledge of all key subjects
- Develop lesson plans within the curriculum objectives.
- Experienced with Virtual Online Class – Zoom, Microsoft team, WhatsApp etc.

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### **Educational Details**

- B.ED (2020) from M.D. University, Rohtak , Haryana.
- MBA in Human Resource (2013) from Sikkim Manipal University.
- B.Sc Biology (2008) from N.D. College , Shikohabad , Agra University (U.P.)
- 12<sup>th</sup> Science (2005) from M.D. Jain inter college, Sirsaganj. (U.P.)

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### **Extra Curricular & Hobbies**

- Actively participated in cultural events in school.
- Storytelling, Drama, Competition participation.
- Dholak playing, Singing, Dancing, listening music.
- Playing ,caring with Kids

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### **Teaching Experience**

- Mahavir Digamber Jain Inter College, Sirsaganj,(U.P) ( 2008 to 2010)
- Nanhe Kadam, Sector 9, Gurgaon. ( 2013 to 2015)
- Seedz Pre- School, Sector 9A, Gurgaon. ( 2015 to 2016)
- Little Angel Pre- School, ( 2018 to Till Date)

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## Key Responsibilities:

- Taking responsibility to help children develop key skills
- Developed creative and imaginative projects for the class to participate.
- Provided regular feedback to parents regarding work and behavior in class.
- Successfully motivated children with work through play and other techniques.
- Organized community projects for the children and school to gain recognition.
- Successfully prepared and marked homework and project materials.
- Taking an active interest in keeping up to date with changes in the curriculum.
- Looking at each child's way of learning and developing learning plans around that to help them gain the best start in their education.
- Communicating well with all, ensuring them they can speak to me if they have any worries at all.
- Create innovative ideas for the school/class.
- Experience in a variety of lessons including drama, physical education and musical lessons.

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## Personal Details

- **Profile:** Female 34, Married
- **Current Location :** Gurgaon
- **Language Known:** Hindi, English.
- **Spouse Name :** Rajat P Jain
- **Spouse Occupation:** Engineer, Manager at Bharti Realty Limited.
- **Kids : 2**
  1. Rishika Jain – Age 11, Class 6<sup>th</sup>, Salwan Public School.
  2. Rishabh Jain – Age 06, Class 1<sup>st</sup>, Little Angel School.
- **Residing in Joint Family with laws.**