Profile Summary

A very talented, skilled, patient, and children-loving Primary Teacher whose main goal is to convey knowledge to young learners with various teaching methodologies that would help children uplift their self-esteem and maintain interest and enthusiasm; has given guidance and assistance to students in times of difficulties and has a creative attitude and thus adapted new different learning techniques to enrich the students learning ability; Capable to take classes on MS Teams, Zoom, Google Meet.

1.1.2 Contact

PHONE:

9073984718

EMAIL:

neha.vkm@outlook.com

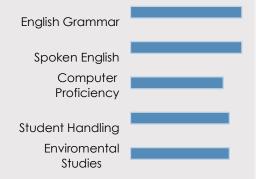
1.1.3 Hobbies

Karate

Skating

Travelling

SKILLS



NEHA MISHRA

1.1 EDUCATION

- ✓ CTET 2022 qualified PRT & TGT
- ✓ **B Ed** (2020-22) passed with 69.9% CRSU, Jind, Haryana.
- ✓ M.B.A (2008-10) from Devi Ahilya University, Indore, M.P.

1.2 WORK EXPERIENCE

BLUEBELLS MODEL SCHOOL, Sec 4, Gurugram (Currently working)

- Working as English Language Lab Incharge:
- Guide the learners towards the nuances of the English language while using the software of the language lab.
- Developing language learning aids.
- Coordinating acquisitions of laboratory hardware software. Maintaining records of materials and equipment in a systematic manner.
- Developing weekly lesson plans in accordance with the school curriculum.
- Handling daily classroom (Online and Offline) set up observing students' behavior and progress.
- Collaboration with other subject teachers to monitor weaknesses and strengths of each student.
- Students Assessment in preparation for examinations and creation of question papers on Google form.
- Creating listening and comprehension tasks to evaluate and upgrade LSRW skills of students.

PRIME SCHOLARS INTNL SCHOOL, Sec 102, Gurugram [6/04/2021 – 22/01/2022]

Worked as PRT English ,EVS Teacher, Class Teacher

Responsibilities:

 Handling daily classroom (Online and Offline) set up observing students' behavior and progress.

- Updating daily work in teacher's workspace on NLP.
- Developing weekly lesson plans in accordance with the school curriculum.
- Collaboration with other subject teachers to monitor weaknesses and strengths of each student.
- Communication with parents to ensure proper guidance at home.
- Students Assessment in preparation for examinations and creation of question papers on Google form.
- Recorded and computed grades of students according to their academic performance.
- Conducted PTM every quarter.

1.2.1.1 Royal Bank of Scotland, New Delhi 07/01/2013–20/08/2013

Officer Grade 2

Responsibilities:

• Account Handling; Client verification, KYC update.