

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.

Contact

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Hobbies

Karate

Skating

Travelling

SKILLS

English Grammar



Spoken English



Computer
Proficiency



Student Handling



Environment
al Studies



NEHA MISHRA

EDUCATION

- ✓ **CTET QUALIFIED**
- ✓ **B Ed** (2020-22) from CRSU, Jind , Haryana
- ✓ **M.B.A** (2008-10) from **Devi Ahilya University, Indore, M.P.**

WORK EXPERIENCE

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

- Working as English Language Lab In charge:
- 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

[3/02/2020 – 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.

Royal Bank of Scotland, New Delhi

07/01/2013–20/08/2013

➤ ***Officer Grade 2***

Responsibilities:

- Account Handling; Client verification, KYC update.