

Sneha Bajaj

Career Objective

- To be a compassionate and motivated teacher.
- To create long-term employment prospects with room for advancement.
- To stay on the cutting edge of new technologies.
- To promote creativity and higher-order thinking in order to improve individual performance.

Key Skills

- Strong work ethic
- Communication
- Self-motivation
- Developing lesson and education plans
- Educational copyright knowledge
- SMART board interactive displays Computer Skills
- Internet, MS Office, Power point, Microsoft Excel

Educational Background

<i>Year of Passing</i>	<i>Examination Passed</i>	<i>Name of the Board/University</i>	<i>% Of Marks</i>
2006	Matriculation	Canossa Convent Girls IC Fzd, UP Board of Examination	71%
2008	Intermediate	Canossa Convent Girls IC Fzd, UP Intermediate Board of Examination	70%
2012	Graduation (Bachelor of Arts in English)	RML Awadh University UP	67%
2013	MBA	Amity University, Noida	70%
2015 - 16	Bachelor of Education in English & Home Science	World College of Technology Management, Gurgaon	75%

Professional Qualification

Diploma in French Language course from Bhartiye Vidya Bhawan.

Junior Diploma of 5 years in Vocal from Awadh Sangit Vidyalaya

Organizational Experience

Job Profile Maven Work Force –Jan17th 2013 till Dec, 13

Experience in Talent Acquisition which is into Middle level to Sr. level hiring for top MNCs.

Expertise in NON -IT/ KPO/ Research & Analytics / BPO/ BFSI, Telecom verticals for top MNCs.

- Recruitment Support.
- Understanding& analyzing the requirement of the position based on client specification.
- Sourcing of relevant candidates through job portals, Networking, Job posting and references.
- Involved in the full life cycle of the Recruitment Process starting from mapping, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers, and reference checks.

Since March 14th 2014 to July 2016 - Sanfort Group of Schools, Nursery Teacher

- Responsible for implementation of complete academic/play/outings or any other activity required to groom the students in the class.
- Interaction with the parents to discuss the growth of the students and the school.
- Creative way of teaching and adapting new methodologies.
- Flash cards and use of ID Tools.
- Story telling /Narration
- Art & Craft Classes
- Arranging Summer Camps- Art & Craft , Music , Calligraphy
- Excellent communication and ability to mix with children effortlessly

July '15 – March '16, K.G Teacher

- Designing and following a complete teaching plan
- Teaching alphabet and numeracy along with personal, social and emotional skills
- Organizing learning material and resources. Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children's abilities
- Maintain an open line of communication with parents and provide appropriate information
- Monitor children's interactions and nurture cooperation and sharing
- Follow and comply with teaching standards and safety regulations

Promoted to Branch Head of Sanfort, Mayur Vihar (March 2017)

Key Responsibility Areas:

- Reporting to Directors
- Admissions and Counseling
- Preparation of Academic planner and organizing PTM on a regular basis
- Specialized with Smart Classes in Sanfort
- Working with ERP
- Maintaining Accounts and handling day to day expenses
- Interviewing / Selection of Faculty
- Providing proper training for skillful development

Sneh International School – Junior Wing (6th March – Nov '17)

Nursery Teacher

- Adhere to all school policies
- Ensure care and safety for children, self and all others in the school community.
- Prepare, deliver, assessment teaching and learning.
- Report on progress at set times of the term and year.
- at all times, and represent the school in accordance with teaching standard expectations.
- Classroom management, including issues of health and safety.
- To undertake duties as identified by the Senior staff/Head teacher.

Billabong High International School (27th March 2018– 30 Jan 2020)

- Experience of a year in handling Grade 3 curriculum.
- Created a learning environment that sharpened student ability in writing and critical reading skills while bolstering and providing support for the growth of each student.
- Supervised students' progress in acquiring CCSS skills.
- Planned tests and assessment methods for checking students' CCSS skills.

- Combined various English teaching methods and techniques to help students improve their results.
- Created a full curriculum according to state standards.
- Maintained positive student-teacher relationship and cooperated with parents on a daily basis.

Delhi Public School Dwarka Expressway, Sector 102 (10th July 2021 – Present)

PRT English Grade 3 – 5

- Encouraged students to participate in class by taking a hands-on approach to teaching.
- Participated in regular staff meetings and occasional meetings with administrators.
- Worked with students learning English for the first time and provided tutoring.
- Prepared innovative classroom games to reinforce concepts covered in textbooks.
- Ensured that students received an appropriate level of language support.
- Established effective communications with students and parents.
- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance

Achievements:

- Certificate for All India Art Camel Contest.
- Awarded as a Best Teacher in Sanfort.
- Awarded as a Most Promising Branch for Mayur Vihar Branch.
- Awarded as a Most Parents satisfactory Branch, Mayur Vihar.
- Anchor for the Sanfort Udaan 2016 & Annual Event Management.

Hobbies:

Arts & Crafts, Painting, Outdoor sports & Singing

Interpersonal Skills

Great Dedication towards the profession with high degree of passion for Education.

Ability to tune the teaching process to the understanding level of the students.

Adaptive to changes and challenges.

Personal Information

<i>Date of Birth</i>	<i>-----</i>	<i>28th September 1988</i>
<i>Marital Status</i>	<i>-----</i>	<i>Married 8th Feb 2020</i>
<i>Languages Known</i>	<i>-----</i>	<i>Hindi, English</i>
<i>Father's Name</i>	<i>-----</i>	<i>Lt Mr. Anurag Narain Srivastava</i>

Assurance:

If I am given an opportunity, I assure you that I will work to the best of my ability and strive hard to make a difference.

Date:

Mobile No. 8707335310

Email id: snehachetanbajaj@gmail.com

Place: 348 P, sector 23 Gurgaon

Sneha Chetan Bajaj