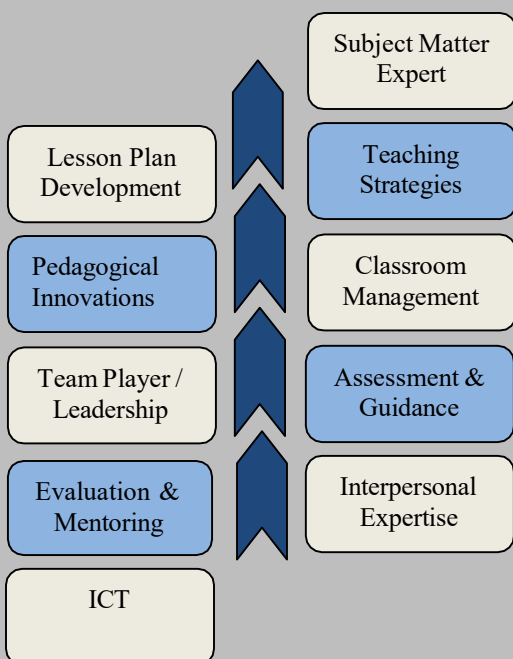


Career Synopsis

Certified **Secondary School Teacher** specializing in **English language & History**. With experience of decade and half I am a skilled instructor with extensive knowledge of the English language and literature. Equipped with the most current teaching methods and assessment standards, I am eager to provide students with a creative learning environment & engagements.

Career Objective

To enrich my career at a highly reputed educational institution and inculcate continuous learning as a process for career advancement.

Core Competencies**Education**

Masters of Arts (MA)
University of Mumbai 2013

Masters of Education (M.Ed)
University of Mumbai 2011

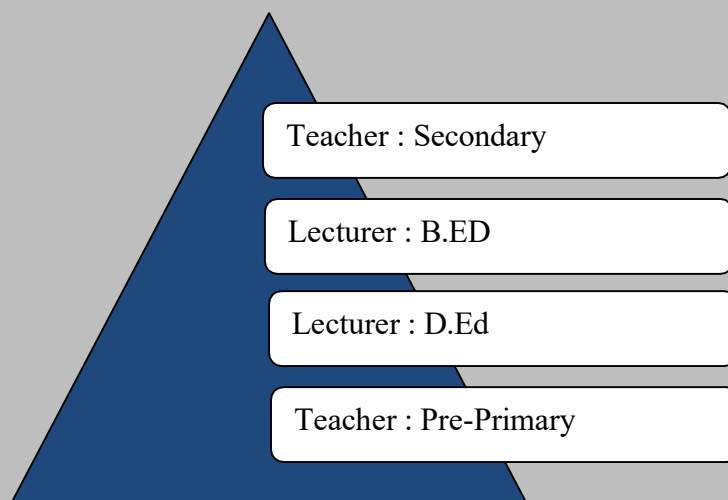
Bachelor of Education (B.Ed)
University of Mumbai 2010

Bachelor of Arts (BA)
Mahatma Gandhi University
Kottayam 2003

Diploma in ECCEd
Sai Lee International School 2007

Profile Summary

- **Transformational Leader** with an experience in **Designing & Managing** end to end **Learning Programs**.
- Experienced in full life cycle of Student **Growth and Sustainability** and skilled in identifying Improvement opportunities followed by follow-ups.
- **Acknowledge** for delivering **Excellence** in Co-curricular activities and assignments.
- Sound knowledge of **Industry Best Practices, Techniques & Tools** for transformation and over all development of learners.
- Successfully managed and managing 5 class room sessions, for 3 different grades with the maximum class room strength of 45 students on a particular day of a week.

Career Timeline

Professional Experience:

Hiranandani Foundation School –Thane

Apr 2016 – Till Date

Teacher – Secondary

- Develop lesson plans and prepare students for exams
- Plan and deliver lessons with the help of audio-visual aids and advanced teaching methods
- Create an engaging and supportive classroom environment for all students
- Establish classroom rules and implement them effectively
- Grade papers, tests, and homework assignments
- Supervised student growth and improvement through quizzes, essays, and exams
- Maintained regular communication with parents

Details of Man Hours invested.

Year	Role	Grade	Subject	Sessions
2016	Class Teacher	IV	English / History & Geography	Class Room
2017	Class Teacher	III	English & Social Science	Class Room
2018	Class Teacher	IV	English & Social Science	Class Room
2019	Class Teacher	V	English & History	Class Room
	Subject Teacher	VI	Geography	Class Room
	Subject Teacher	VII	History	Class Room
2020	Class Teacher	VII	English & History	Online
	Subject Teacher	VII	English & History	Online
2021	Class Teacher	VIII	English & History	Online
	Subject Teacher	IX	English & History	Online
2022	Class Teacher	VIII	English & History	Class Room
2023	Class Teacher	IX	English & History	Class Room
	Subject Teacher	VIII	English & History	Class Room

Dnyan Ganga College of Education – Thane

Aug-14 to May-15

Lecturer – B.Ed

Educational Philosophy

Educational Psychology

Educational Sociology

- Created teaching methods to help students learn
 - Created an engaging curriculum
 - Coordinated over 25 cultural school trips
 - Supervised student growth and improvement through quizzes, essays, and exams
-

Sir Shapurji Billimoria Foundation – Breach Candy, Mumbai

Jun-12 to May-14

Lecturer – D.Ed

Educational Management

Educational Psychology

Paper Settler and Paper Evaluator from June 2012 to May 2014 (S.N.D.T University)

- Created teaching methods to help students learn
- Created an engaging curriculum
- Supervised student growth and improvement through quizzes, essays, and exams

St. Lawrence High School – Borivali, Mumbai

Jun-08 to Mar-09

Teacher - Pre- Primary

- Class Room Management
- Course Delivery
- Assessment & Grading
- Parent Teacher engagements

Tech Skills:

- Microsoft Office (Word, Excel, PowerPoint)
- Google Docs
- Cloud storage / File sharing
- SMART Learning Suite
- Web search capabilities
- Hands on with Google Class Room & Extra Marks

Trainings & Workshops

- Training program on “DISASTER PREPAREDNESS”
 - Workshop on “RESEARCH IN EDUCATION”
 - General Secretary during B.Ed Academic Year
 - Attend Five day workshop at National Association For Blind”
 - Attended workshop on Sign Language
 - Attended workshop on Humanizing Education
 - Attended two day seminar on RTE
 - Attended workshop on Story Telling
 - Attended workshop on English language
 - Attended workshop on different types of compositions (Secondary)
-

Extra Curricular Achievements



Raigad
Maharastra
820 Mtr



Lingana
Maharsatra
905 Mtr



Tailbaila
Maharastra
1,012 Mtr



Konkankada
Maharastra
1,066 Mtr



Rajgad
Maharastra
1,376 Mtr



Harishchandra Gad
Maharastra
1,429 Mtr



Kedarkantha
Uttarakhand
3,810 Mtr



Kedarnath
Uttarakhand
5,364 Mtr



Everest Base Camp
Nepal
6,940 Mtr

**Many More to
Summit**

Personal details

Date of Birth : 27th July 1982

Languages known : English, Hindi & Malayalam

Interest and Hobbies

- Listening to Indian and Western Music
- Trekking
- Rappelling
- Rock climbing
- Reading Books
- Gardening
- Cooking

Yours Sincerely

Latha Divedi
