## **SHIVANI DHINGRA**

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**Mobile:**+918530109541, +917499486874 **E-Mail:** [**shivanikarantuli@gmail.com**](mailto:shivanikarantuli@gmail.com)



**An innovative forward-thinking educator and a well-respected leader who strives to bring together meaningful communication between teachers, parents and the community. Understands the business and educational aspects of organising a new and successful school.**

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with a decade-long experience **in Education Field.**
* Currently working as a **PRT English** in **St. Thomas’s School, Dwarka**.
* During the pandemic period, I worked as a **Language specialist** in **LIDO Learning** and **Mastree (Unacademy)**.
* Lastly served **Vidya Pratishthan’s Magarpatta City Public School**, Hadapsar, Pune as a **PRT English** teacher.
* I am well-versed in all the teaching skills and the areas of application of various teaching methods in different situations concerning different students.
* Capability in studying the latest techniques of making teaching–learning process effective and successful according to modern-day needs.
* Effective communicator with excellent interpersonal and problem-solving abilities; having expertise in dealing with different situations related to child behaviour.
* Qualified **IELTS** with **7 Bands** from the British Council in the month of August 2018.

**CAREER CONTOUR**

**School Name**: Navin Bharti Sr. Sec. School, Balbir Nagar **(July 2013 TO April 2015)**

**Designation:** TGT English

**Subjects Taught:** English, Business studies

**School Name**: Rukmini Devi Jaipuria Public School, Civil Lines **(April 2015 to May 2015)**

**Designation:** TGT English

**Subjects Taught:** English

**School Name**: Canterbury Public School **(Dec 2015 to Dec 2016)**

**Designation:** TGT English

**Subjects Taught:** English and social science

**School Name**: Minni Public School **(Jan 2017 to Jan 2018)**

**Designation:** PRT English and Primary wing Assistant Coordinator

**Subjects Taught:** English and social science

**School Name**: Olive International School, Doha Qatar **(April 2018 to Oct 2018)**

**Designation:** Primary Teacher and coordinator

**Subjects Taught:** Classroom teacher

**School Name**: Vidya Pratishthan’s Magarpatta City Public school **(July 2019 to July 2020)**

**Designation:** TGT English

**Subjects Taught:** English and

**Role and responsibility**

* Controlling class effectively and encouraging students to take part in various activities.
* to take overall responsibility for program and project management, delegating extensively across the school community and ensuring all roles and responsibilities are understood clearly.
* Maintaining a healthy competitive environment for deriving out best of their abilities.
* Attended various class meetings and subject-related meetings.
* Coordinating the arrival of Student Teachers and orientating them to the school environment, staff and students.
* Facilitating the inter-classroom observations.
* Assisting with identifying and recruiting potential Mentor Teachers.
* To actively network with other school partners and external partners linked with the program, attending Creative Partnerships networking meetings as appropriate Time requirements.
* Proper scheduling and division of syllabus, according to assessment exams as planned by the school management.
* Prepared various subject-related worksheets to enhance their knowledge.
* Organizing skits, Declamation, speeches, conversational competition and programs to enhance the speaking and listening skills of students.

**ACADEMIA**

 **Masters in English** from Chaudhary Charan Singh University, Meerut.

* **B.Ed** from NALWA COLLEGE OF EDUCATION, PANIPAT affiliated from Kurukshetra University, Kurukshetra in teaching subjects English and Commerce University. (2011 t0 2012)
* **Bachelor of Commerce** from NCWEB, Delhi University. (2008 to 2011)
* Passed XII in commerce stream with distinction in English from ARWACHIN SCHOOL, Vivek Vihar, Delhi(2008)

**IT FORTE**

 Proficient in MS Word and PowerPoint.

* Did NIIT Course on “understanding computers in a corporate environment”.
* Passed **ILETS** with **7Bands** from British Council.
* **CTET** qualified. ( Paper 2)

**SEMINAR AND WORKSHOPS**

* Attended seminar conducted by DELHI STOCK EXCHANGE on Investor awareness program under capital market and current issue.

**PERSONAL DOSSIER**

Date of Birth : 26thOct1990

Linguistic Proficiency. : Hindi, English, &Punjabi

Permanent Address : E35 Tagore garden extension, Delhi-110027

Marital Status : Married

Nationality : Indian

Interest : Listening to motivational speakers, Reading novels.