**Curriculum Vitae**

***Samrita Chetwani***

## Permanent Address:

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**Objective**

# To obtain a position as an English teacher

**Profile**

## Qualified Teaching professional with over 12 years of experience in educating children in an International School.

Versatile and goal-driven professional with an added experience in corporate for over 17 years.

* Academically strong with a flair for coordination and people management.
* Familiarity with requirements for academic programs.
* Development and implementation of retention action plans.
* Dedicated and resourceful in designing creative lesson plans to meet the learning requirements of students and Lesson Delivery.
* Competent in creating teaching aids using ICT
* Timely executed the delivery of lessons as per the curriculum.
* Successfully designed and created lesson plans to teach English.
* Successfully training teachers and taking workshops.
* Incorporated developmentally appropriate methods of learning via play-way.
* Excellent classroom control and management.
* Successfully demonstrated the use of innovative teaching aids to promote academic growth in students.
* Good knowledge of ICT in the classroom -designing presentations as teaching aids for students
* Worked effectively in communicating with students and parents to help the student show exponential growth in academics.
* Successfully trained a team of children as the compering group for annual day event.
* Ensured complete participation of students in all classroom activities and lessons
* Dedicated and sincere in ensuring helping the school reach its goals in the holistic development of each child.
* Innovative Classroom Management skills.
* Methodical and organized in every task.
* Team Player and motivated professional
* Excellent analytic and presentation skills
* Flexible to changing environments and accepting new responsibilities
* Highly enthusiastic teaching professional.
* Talent for integrating fun activities which seek to enhance children’s fine and gross motor skills, as well as to promote physical wellbeing, team work and sportsmanship.
* Dedicated to creating a positive learning environment and making a difference in students.
* Exceptional leadership capabilities, coupled with good interpersonal and people development skills

**Overall Work Experience-29 Years (Teaching / Corporate)**

# Presently working with Podar International School Navi Mumbai (ICSE/ ISC) – Since June 2011 to date

**RESPONSIBILITIES**

* Head of English Department Primary School.
* Coordinate with Central Committees to implement curriculum as per guidelines
* Responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.
* Create Lesson plans conforming to the curriculum.
* Effectively manage the grade level Academic delivery & administration in an optimal manner, ensuring excellence in academic results and student discipline.
* Effective development of a positive work environment – one that is innovative and responsive to student needs.
* Establish and promote high standards and expectations for all students and staff for academic performance.
* Ensure complete participation and academic growth of each student
* Plan and administer school programs and events.
* Features Editor for the school magazine.
* Effectively ensure that the teaching staff is optimally engaged at all points in time and all additional academic work is timely completed.
* Ensuring high levels of academic results, academic data management & parent satisfaction.
* Member of the School Development Planning Committee.

**Academia**

* Master’s in Education-Mumbai
* Bachelors in Education- Rajasthan
* Early Childhood Care and Education- Mumbai
* Advanced Diploma & Teachers training in Yogic Education
* Bachelor of Home Science- (Child Development) SVT College Mumbai
* HSC (Class XII) of Maharashtra Board- Mumbai
* ICSE (Class X) of Delhi Board

**Past Experience**

## Yoga Vidya Niketan, Navi Mumbai

Worked as a **Yoga Instructor** and part of the faculty for the teachers training batch.

Training yoga asanas to adults and children.

Understanding their physical as well as stress related problems and helping them to recover by yoga as a way of life.

* **SadhuVasvani International School-Navi-Mumbai**

Worked as a **Coordinator** for the primary school.

Coordinated for all projects being done in classes and to supervise the monthly curriculum in the Primary section.

English Teacher for classes II & III.

Responsible for substitution for absent teachers.

* **Magna Opus Events & Marketing**-

Worked for two years as **Manager Events.**

Nature of work:

Independently planning and executing major events.

**Was involved actively in activities related to children**

Organizing various day celebrations, Contests, Kids Carnivals, Raffles, Celebrity visits and performances, Inaugural functions, Product Launches & need based Promotions.

Organizing Theme based Birthday Parties covering right from Décor to entertainment for children and adults. Organized picnics and outdoor shows.

## Major event undertaken – “Parikrama” an exhibition organized for women

**Entrepreneurs in Navi-Mumbai.**

## ZEBA a leading Manufacturer & Exporter of Home Textiles and Carpets

Worked as a **Senior Merchandiser** and **Sample Co-ordinator** for four years.

**Nature of Work:**

Exposure with the International market in the Home textiles, Carpets & Leather accessories.

Handling made ups and various textured Fabrics in the area of home.

Working with themes and colour stories catering to Living, Dining, Kitchen, Bedding & Flooring.

Dealing with Overseas customers directly and coordinating with sampling and production.

Working involved Customer service, Sample coordination and Execution of the orders.

* Directly handling customers through meetings & correspondence.
* Coordinating with the inhouse design studio and sampling department with regard to design and sample requirement. Dealing with tailors and embroiderers for different embellishments. Sourcing of different textured fabrics. Dealing with different suppliers with regard to fabrics & accessories.
* Coordination with production with regard to the execution of the orders.
* Co-ordinating online and final Inspections along with the customers and the agents.
* Co-ordinating with suppliers for packaging and labeling.
* Co-ordinating with shipping and documentations.
* Overall co-ordinating with the complete team.

## Represented the company for the “Heimtextil 2000 & 2001” Home textile fair in

**Germany**.

## Worked with a HongKong based buying house, “India Connections”, as a

**Merchandiser for two years in Mumbai.**

* + Dealing with buyers and manufactures directly.
  + Exposure to Hard goods and Soft goods. Products like- Leather footwears & Bags, Home textiles and Apparels, (Knits & Woven)

## Worked as a Product Development Executive and Stylist in Ms Carona Limited for two years in Mumbai.

* + Was involved in shoe styling & co - ordination with the buyers and production team of the company.

## Worked as a product promotion Executive for a local manufacturer of leather bags and shoes for a period of one year.