**Tosha Parekh**

A/4, Matunga Kapol CHS,

Dr Ambedkar Road,

Matunga (C.R),

Contact No: 9820858528

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**PERSONAL DETAILS**:

Name: Tosha Parekh

Date of Birth: 08/06/1979  
Sex: Female   
Marital Status: Single   
Nationality: Indian   
Languages: English, Hindi, Marathi, Gujarati   
Hobbies: Listening to music, Dancing and Badminton

**CAREER OBJECTIVE**:

* To obtain a teaching position in your esteemed institution’
* Dedicated, resourceful and goal driven professional educator with a sound commitment to the social and economic growth and development of every student
* An accommodating and versatile individual with a talent to develop inspiring hands-on lessons that will capture a child’s imagination and breed success
* Attitude to remain flexible to ensure that different learning styles and abilities are addressed
* Superior interpersonal and communication skills to foster meaningful relationships with students, staff and parents

**KEY SKILLS**:

* Highly skillful in teaching and explaining study materials.
* Ability to handle, interact and communicate with children of different age groups.
* Capability to be attentive and undertake responsibility.
* Excellent creativity and innovation skills that help introduce novel and interactive teaching methods.
* Excellent communication skills with fluency in spoken English

**EDUCATIONAL QUALIFICATION**

* First class B.Ed. Graduate from SNDT university in 2017 -2019
* BA Graduate, First Class from Mumbai University
* Post Graduate Diploma in Human Resource Management from Welingkar Institute.
* Diploma in Advertising & PR. from Welingkar Institute.
* Diploma in Montessori Teacher Training Course from Mumbai Montessori Training Institute.

**EXTRA CO-CURRICULAR ACTIVITIES- (During Preschool Teacher)**

* Workshop Course in Phonics – Smart Edutainment
* Workshop on Preventing Accidental Injuries to Children.
* Certificate of Participation Teacher Orientation & Settlement.
* Certificate of Participation in Circle time/ Quality time.
* Certificate of Participation Pre School& Art Teacher Training.
* Certificate of Participation in Portfolio Training / Classroom Management

**ACTIVITIES (During B.Ed. course)**

* Conducted Survey about educational problem using online survey tool.
* Developed an achievement test with its Blue Print, Answer Key and Marks Distribution.
* Prepared special learning material for a student with diversity, implementation of material, evaluating effectiveness.
* Workshop on Inclusive Education.
* Preparing learning material/games/script for dramatization for facilitating English Language Education
* Writing a report regarding problems of English teaching based on an interview with an English teacher of a secondary school.
* Participated in social activities such as exhibitions, history fair for development of historical approach and scientific attitude for popularizing history education
* Learned how to conduct micro teaching lessons / Preparation of lesson plan using constructivist method / Preparation using PPT presentation.
* Learned how to prepare a lesson plans using different methods.
* Done research project on disinterest of history subject.
* Participated in Cultural Festival.
* Participated in One day National Conference on Indian Constitution, Judiciary and Women Empowerment also published a research paper on Challenges and hurdles in the journey of Women Empowerment and suggested measures to overcome these hurdles.
* During B.Ed. degree (2017 -2019) internship done in Mumbai Public School Wadala for both primary and secondary class. SSC Board. (teaching subject English and History to 7th ,8th and 9th class)

**IT SKILLS**  
-MS-Office Suite (Excel, Word, PowerPoint)  
-Internet Surfing.

**WORK EXPERIENCE**

1) Designation: Class teacher Grade 2.

Subject Taught: English, EVS, Math, GK

Organization: GES English Medium School ICSE Goregoan

Duration: 1st October 2019 to 31st March 2023

**Responsibilities:**

* Demonstrate mastery of subject matter and teach, communicate the same information in an engaging and creative way.
* Create lesson plans.
* Create and implement Syllabus for academic year.
* Create progress reports and report cards
* Keep attendance records.
* Implemented remedial programs for students who require extra assistance.
* Maintain a safe, organized classroom which supports student independent learning, collaboration, choice, and engages students using a variety of effective instructional strategies.
* Assess students and use this information for planning, instruction and differentiation. Use available technology to enhance the students’ learning experiences.
* Establish and maintain appropriate relationships with students, parents, staff, and community members by communicating in a tactful and courteous manner while maintaining confidentiality.
* Demonstrate competence in written and oral communication.
* Exhibit warm, nurturing responses to provide for children’s developmental, social and emotional needs.
* Maintain a positive school environment with parents, staff, and children relationships characterized by mutual respect and good will.
* Assist with occasional support duties, attend and participate in school function

2) Designation: Teacher Playgroup & Nursery (HUL & Godrej)

Organization: TLC Klay Preschool & Daycare

Duration: May 2014 to March 2017

**Responsibilities:**

* + Plan and carry out a curriculum that targets different areas of child development, such as language, motor, and social skills
  + Prepare materials and classrooms for class activities.
  + Handling class by teaching concepts according to lesson plan.
  + Preplanning the sessions, gathering all the required material and activity sheets.
  + Keeping children engaged and attentive throughout the session.
  + Bringing fun and creativity into the classroom.
  + Supervising the children play and learn in a safe and clean environment as per guidelines.
  + Helping in ideating, planning and executing along with colleagues, different events, celebrations and fieldtrips
  + Keep records of the students’ progress, routines, and interests, and keep parents informed about their child’s development
  + Checking of monthly assessment of co-teachers
  + Writing report card of the students and conducting PTM every quarter

3) Designation: Teacher (Nursery)

Organization: Head start Preschool and Activity Center

Duration: 5thJune 2013 to 22nd April 2014

**Responsibilities:**

* + Prepare materials and classrooms for class activities.
  + Arrange indoor and outdoor space to facilitate creative play, motor skill activities.
  + Organizing learning materials and resources and making imaginative use of resources.
  + Handling class by teaching concepts according to lesson plan.
  + Motivating & stimulating children’s learning abilities often encouraging learning through experiences.
  + Assisting with the development of children’s personal, social and language skills.
  + Supporting the development of children’s basic skills including physical co-ordination, speech and communication.
  + Encouraging children’s creative development through stories, games, songs, drawing and imaginative play.
  + Working with head & co-team to plan and co-ordinate activities.

4)Designation: Teacher (Playschool)

Organization: Treehouse Education & Accessories Ltd)

Duration: June 2012 to 15th April 2013

Responsibilities:

* Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Read books to entire classes or to small groups.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling.
* Observe and evaluate children's performance, behavior, social development, and physical health.

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| * Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development. * Writing report card of the students and conducting PTM every quarter. * Prepare materials and classrooms for class activities.  |  | | --- | | * Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety. * Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve.   5) Worked in MNC as Executive Hr.& Admin since as November 2007 to April 2012  Responsibilities   * Sourcing & Recruitments * Joining & Exit formalities * Employee Welfare Activities * Attendance & Activities * Administrations * Assisting the Accountant in salary preparation * Training & Orientation | | |  |  | | --- | --- | |  |  | | |