**TASMIA AYYUB**

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**PROFESSIONAL SNAPSHOT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Qualified Central Teacher Eligibility Test (CTET I & II)
* Taught English and Commerce at primary and senior secondary level respectively.
* Assigned and edited stories, wrote news content for the school magazine, newsletters and the website.
* Compassionate and results-oriented post graduate school teacher with more than 4 years of experience managing medium- and large-sized classrooms.

**CAREER RECITAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_

**April 21-March 23 - Teacher (PGT Commerce)**

**Ryan International School, Ghaziabad**

**KEY DELIVERABLES**

* Worked as a classteacher and enforced rules for behavior and procedures for maintaining order among a class of 28 students,maintaining their database, communicating with students and their parents for constant monitoring of student’s performance in PTMs and otherwise.
* Plan, prepare and deliver instructional activities that facilitate active learning experiences. Also develop schemes of work and lesson plans.
* Utilize variety of teaching methods including lectures, media, group discussion, and role-playing.
* Work with students on individual and small group basis to reinforce learning concepts, help complete assignments and improve performance.
* Assign class work, homework, tests and assignements for the subjects Accountancy and Business Studies to Class 11 and 12 respectively.
* Organised cultural events,annual functions, freshers party,farewell etc.
* **Worked as examination incharge- Preparing seating plan,allotting duties and ensuring smooth conduct of examination.**
* Coordinated with commerce department for various competitions,quizzes etc.
* Preparation of assessment sheets like question paper with answer key.
* Conduct of assembly-Allotting duties to students and ensuring coordination.
* Organised annual functions, freshers party,farewell etc.

**April 17-July 19 - Teacher (TGT and PGT)**

**Lovely Public Sr. Sec. School,Delhi**

**KEY DELIVERABLES**

* Enforce rules for behavior and procedures for maintain order among a class of 40 students.
* Plan, prepare and deliver instructional activities that facilitate active learning experiences. Also develop schemes of work and lesson plans.
* Utilize variety of teaching methods including lectures, media, group discussion, and role-playig.
* Work with students on individual and small group basis to reinforce learning concepts, help complete assignments and improve performance.
* Assign class work, homework, tests and assignements for the subjects Economics, Business Studies and Accountancy to Class 11 and 10.
* Organising and assisting various cultural functions of school.

**PROJECT UNDERTAKEN**

* Supervised a project from **UK- School Enterprise Challenge**  in the previous and current year and won the **first prize** for the same.

The School Enterprise Challenge is an educational programme that teaches business and life skills. It supports teachers and students to set up a real business at their school, earn profits and grow.

**Developed and presented the busness idea, business plan, monthly reports and annual reports.**

**SEMINARS ATTENDED**

* Study Technology Course by Institute of Educational Research and Training.
* Capacity Building Programme by CBSE.
* 21st Century Teacher Workshop by Pearl Academy.

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**Nov 15-Dec 16 - Teacher (PRT)**

**Dwarka International School(Dwarka)**

* Qualified elementary school teacher(CTET Qualified) with proven ability to enhance students' performance.
* Possesses an effective, positive, and flexible teaching style with the willingness to work beyond the call of duty.
* As an entry-level teacher, I utilized my energetic attitude and instructional abilities and motivated by escalating their interest in the subject.
* Assigned class work, homework, tests and assignments for the subjects **English to Class 3,4 and 5.**

**SEMINARS ATTENDED**

* Class Management Workshop by Macmillan Education Training Services.

**INTERNSHIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amity International School**

**1 month**

**PRT Teacher**

**KEY DELIVERABLES**

* Prepare and deliver tutorials to students of 4th and 5th standards for English.
* Discuss students their progress and/or aspirations
* Learnt and assist teachers with design of lesson plans focused on age and level-appropriate materials.

**ACADEMIC CREDENTIALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Course** | **Institute** | **Percentage** | **Year** |
| B.Ed(Commerce and English) | Amity University | CGPA-6.02 | 2015 |
| Masters in Commerce | Jamia Millia Islamia | 62.62% | 2013 |
| Bachelors of Commerce | Zakir Husain College, DU | 63.5% | 2011 |
| SSC | Ramjas School | 83% | 2008 |
| HSC | Govt. Girls Sr. Secondary School | 68% | 2005 |

**PERSONAL DOSSIER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Date of Birth: 18-Oct-1989
* Language known: Hindi, English, Urdu
* Hobbies- Reading and Writing

I assure u that, if given a chance to prove my abilities, I will put my best efforts.

(TASMIA AYYUB)