

Renu Singh

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Objective:

To obtain a position as an elementary school **teacher** that will give me an opportunity to pass on my knowledge to students in an innovative manner and utilize my dedication to children's educational needs and development.

EDUCATION:

- **B.ED | MDU, ROHTAK**
Specialization: Hindi , Yoga
- **MCA | MDU, ROHTAK**
Specialization: Computers
- **BA | MDU, Rohtak**

WORK EXPERIENCE:

The Maurya Girls' School, Gurugram (August 2019 – Present)

Examination In charge

- Preparing guidelines for teachers to prepare question paper for different examination.
- Giving advanced circular to the teachers signed by the principal regarding submitting question paper, mark sheet on time and any other required documents
- Ensuring preparation of question paper well before time in a proper prescribed format.
- Making proper seating arrangement for students for different examinations.
- Making examination time table.
- Preparing examination duty charts for the teachers.
- Collecting the corrected answer sheet after the examination from the teachers.
- Keeping records of all the examination held in the school in soft as well as hard copy.
- Preparation of Mark sheets and Report Card format for different examination.
- Ensuring final printing of report card well before time.

Hindi Teacher (Class I - V)

- Developing lesson plans as per the prescribed curriculum.
- Preparing worksheets for students on a monthly and weekly basis to track their progress.
- House In charge for conducting extracurricular activities for the students.
- Maintaining the decorum in the classroom.
- Maintaining the attendance register of students.

JBM Public School

Hindi Teacher (Class 1-V)

- Developing lesson plans as per the curriculum.
- Conducting tests for students on a monthly and weekly basis to track their progress.
- Responsible to conduct extracurricular activities for the students.
- Maintain discipline in the classroom.

WORKSHOPS ATTENDED

- Reading A-Z (RAZ Plus)
- Mathematics **Jodo Gyan** workshop.
- Mathematics **Shin Program**.
- Mathematics **Hey! Math program**.
- English **Phonic Sound**

PERSONAL SKILLS

- Ability to work with children of different attitudes and skills.
- Comprehensive problem solving abilities.
- Possess strong communication and organizational skills.
- Can work effectively in a group as well as an individual.
- Profound knowledge of Hindi language and ability to teach the language for all sorts of students i.e. for those who have Hindi as their first language and those who have not.
- Excellent communication and written skills as well as ability to explain the text.
- Highly skilled in using the deferent course books and material for teaching Hindi as well as having a great passion and love for Hindi language.
- Ability to dramatize Hindi stories effectively and creatively.
- Ability to plan, collect material and deliver the lessons in the class.
- Ability to inspire the students for desired results in the language teaching task

HOBBIES

- Playing Badminton.
- Listening music and Dance