



MUKTA ZITE

PRT TEACHER

PERSONAL PROFILE

A committed TEFL/TESOL teacher who is passionate about delivering lessons to her learners. Focused and driven to promote learner improvement through continuous academic progress monitoring. Dedicated to developing an effective TEFL/TESOL curriculum that focuses on achieving realistic objectives.

SKILLS

- Time management skills
- Creative thinking abilities
- Effective Communication skills
- Observational skills
- Classroom management
- Collaboration & teamwork
- Planning and organizational skills
- Digital literacy
- Cultural sensitivity
- Adaptability

CONTACT INFORMATION



+919665198682



mktzt4@gmail.com



Pune, India

EDUCATION BACKGROUND

2016 - Current

• 2022 - Current

500 Hour International Advanced Post Graduate Diploma in TEFL/TESOL

Asian College of Teachers

- Completed: 120 Hour International TEFL/TESOL Program, 21st Century Teaching, Business English Teachers Training
- Pursuing: Young Learners Teachers Training, Education Management, Train the Trainer, Special Education

• 2016 - 2022

CGPA:- 8.06 BE Mechanical, Pune University

Suman Ramesh Tulsiani Technical Campus Faculty of Engineering Khamshet

2014-2016

• 2016

Score:- 54.46% Class XII, Maharashtra board

Camp Education Society's Abhimaan junior college Nigdi, Pradhikaran

• 2014

CGPA:- 7.8 Class X, CBSE Board

Mount Saint Ann Convent High School, Talegaon Dabhade

TEACHING EXPERIENCE

2023 - Current

Public Speaking and Creative Writing Expert

PlanetSpark | December 2023 - Current

- Developed and implemented lesson plans in accord with school guidelines
- Assisted students with classwork and created learning resources
- Tracked students' progress and gave individual feedback
- Arranged monthly progress reports and quarterly grades

2024

English Language Trainer

MakeUSpeak | January - April 2024

- Designed and planned instruction to achieve desired objectives that reflect the accepted Standards of Learning and division curriculum guidelines.
- Diagnosed individuals and used a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning.
- Maintained appropriate records and provided students with specific evaluative feedback.



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TEACHING EXPERIENCE

PRT - Classroom Teacher

Elpro International School | September 2022 - November 2023

2022 - 2023

- Developed and implemented lesson plans in accord with school guidelines.
- Utilised Edusprint Learning Management System (LMS), assisted students with classwork and created learning resources.
- Tracked students' progress and gave individual feedback.
- Arranged monthly progress reports and quarterly grades.
- Was responsible for designing of blueprints, setting of question papers and evaluation of answer key for Grade 1 - English and EVS.
- Incharge of keeping the Minutes of Meetings and responsible for the records.

Admin

Sunshine Kids Academy | February - April 2021

2021

- Communicated with parents to encourage active parental participation in education.
- Supported teachers in learning and applying new skills through meaningful professional development.

INTERNSHIP

Fundraising Internship

She Can Foundation | December 2023 - January 2024

2023 - 2024

- Developed and implemented a comprehensive fundraising strategy resulting in remarkable increase in overall revenue and donor engagement.
- Researched and identified potential funding sources such as foundations, corporations and individuals.
- Cultivated relationships with current as well as potential donors and updated the progress report on regular basis.

ACHIEVEMENTS

- Awarded with digital badge for CENTA Teaching Quotient (TQ) on 9 Jan 2024.
- Successfully aced PlanetSpark Aptitude Test (PSAT) - Child Pedagogy, English Language & Grammar, Logical Reasoning, on 16 Dec 2023.
- Successfully participated in the International Teachers' Olympiad 2022 and stood among top 100 performers globally, held by Suraasa on 15 Oct 2022.