|  |  |  |
| --- | --- | --- |
| **Richa Kapoor** | richak967@gmail.com  7406717444.  9986525068 | |
| **SUMMARY**   * 6 years of professional experience in teaching and retail insurance domain. * 5 years of teaching experience in primary classes. * 1 year of experience in Reliance Life Insurance. * Completed HSC from CBSE Board in 2004 and SSC from MP Board in 2006. * Completed Graduation - B.Sc (Computer Science) from Jiwaji University, Gwalior in 2009. * Completed Post Graduation - PGDBA (HR) from SCDL, Pune in 2013.   **EXPERIENCE**  **Class Teacher**  **Gwalior Glory School (Primary Section)** (2012-2014)  **ECS Bagless school (Primary Section)** (2009-2012)  As a primary class teacher for upper kinder garden, my responsibilities included:   * Treat children in a very polite manner and teach them about discipline and manners. * Understands them and their requirements. * Teaching in a very cool and calm as well as friendly environment. * Teaching in a play way method, creating models and examples to teach and demonstrate with an easy method. * Paying concentration on each and every child. * At the end of the year preparing results of all pupils and ensure every child is being rewarded with some or the other things and their parents are being told about the positive points of their child. * Awarded as the best class teacher and most popular teacher in the school.   **Seminars Attended**     * Management Development Programme WOW at WORK by RATNA SAGAR. * Seminar how to teach slow learners. * Handwriting workshop.   **Activities**  Engage children in activities to develop their thinking and application skills.   * Fireless cooking * Draw different objects of their choice * Making farm models * Organized table manners week * Discipline and Mannerism workshops. | | **SKILL SET**  **Primary School Teacher**  **Mentoring Kids with discipline and care.**  **Working on their Continuous growth and Learning Curve.**  **Regular appreciation and feedback shared with parents to keep children motivated.** |

**Personal Details**

* Present Location : Arekere, Shantiniketan Layout,Bengaluru
* Marital Status : Married
* Currently working : No

Email- richak967@gmail.com

Kapoor.richa2030@gmail.com

(RICHA KAPOOR)