**Gulfjobseeker.com CV No:** **959640**

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**TEACHING ASSISTANT**(Elementary School)

■ Profile

Devoted teaching assistant with notable dedication to children’s learning experience and their developmental growth.
Passionate about the teaching job – Loving and compassionate toward children, yet administers discipline effectively when necessary – Sets a positive example in matters of behavior, dress and attendance.

**■ Objective Statement** – Bring my dedication and passion for children’s development to the teaching role in order to enhance learning experience of children.

■ Professional History

Teaching Assistant    Elementary School    (India)     From June 2008- March 2009.

 ***■ Main Responsibilities:***

* Providing warm, accepting environment that promotes learning through all instructional developmental areas such as intellectual, physical and social-emotion.
* Supported class instruction as per teacher requirements – Assisted in creating instructional environment which includes working in groups and individualized activities: single, small and large group activities
* Assisted teachers in developing lesson plans, support materials, activities and design/layout of daily schedules based on the monthly program.
* Assisted in observing/assessing students’ progress and behavior – Kept records and consulted with educational experts to fine-tune methods used.
* Performed basic administrative tasks.
* Assumed teacher’s role in class whenever necessary and attended meetings – Whenever necessary engaged the help of specialists.

*■ Other Contributions:*

* Supported students individually outside class and during off-classroom hours.
* Reinforced positive pupil interaction and appropriate behavior – Encouraged sociability, independence, responsiveness and responsibility.
* Kept in touch with parents regarding progress, health, and child’s adjustment to the class.
* Provided individualized care to students with special needs.
* Maintained healthy relationship with pupils and parents through effective comprehensive communication.

■ Education

 Bachelors Degree in Micro Biology From Bharathiyar University, Coimbatore, India .

Post Graduate Diploma in computer Application from AICE Gudalur –India.

Diploma in pre and primary teacher training from American TESOL institute.

■ IT skills

**Well versed with VB, C, HTML, FoxPro and MS Office (Word, Excel & PowerPoint).**

■ Key skills:

* *Young, Energetic* & *Self – Motivated*.
* Strong mind to work hard
* Power to Decision-making
* Effective Communication ,Organizing and Presentation skills
* Independently capable of Maintaining and controlling all duties
* Process oriented .
* Cool & Mature attitude.

■ Personal Details:

**Date of Birth: 15th June 1981**

**Nationality: Indian**

**Marital Status: Married**

**No. of Dependents: 3**

 **Languages Known: English, Malayalam, Hindi and Tamil .**