**Curriculum Vitae**

** SAPANA**

**SAPANA.194897@2freemail.com**

Career Summary

* An experienced primary teacher possessing excellent classroom management skills as well as dedication.
* Ability to devise and develop ways to encourage and challenge students to help them deepen their knowledge and understanding. Ability to develop and foster appropriate skills to enable the development of children.

Area of Expertise

* Classroom Management
* Behavior Management
* Creative Questioning
* Student Focused
* Hard working

Professional Experience

1. Crescent English High School. Dubai,

**8Months Teaching Experience** –March 2014 to Oct. 2014**.**

**Role: Class Teacher**

**Subjects: Social Science, English, Math, Science,**

Grade: 2 & 3.

2. Happy Home English Public School, Dungarpur, Rajasthan , India

**2+ years Teaching Experience** – July2010 to Aug 2013

**Subjects: Social Science and English**

**Role: Primary Teacher**

**Grade: 2 to 5**

**Responsibilities**

* **Developing lesson plan 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.**
* **Helping and guiding the weak students in their curriculum.**
* **Arrange Parents Teacher Meeting.**
* **Maintaining the attendance register of students.**
* **Maintaining up to date classroom display.**
* **Guiding and motivating students to take part in extra-curricular activities.**
* **Managing and co-ordinary annual function, trips.**

Educational Background

**Masters of Arts [M.A.]**  : Mohan Lal Sukhadia University,

[2008-2010 Jun.] Udaipur, Rajasthan, India[53%]

[Subject –English]

**Bachelor in Education [B.Ed.]** : Mohan Lal Sukhadia University,

[2007-2008 Jun] Udaipur, Rajasthan, India[73%]

[Subject –English, Geography]

**Bachelor in Arts [B.A.]** : Mohan Lal Sukhadia University,

[2004-2007 Jun] Udaipur, Rajasthan, India [67%]

[Subject –English, Geography, Music]

**\*\* B.Ed. Degree is attested by UAE Ministry.**

**Achievement** : \*Qualified with **75% marks in all India level exam named**

**CTET ( Central Teacher Eligibility test).**

**\*\*Awarded with certificate of getting highest marks among the Arts students in B.A.3ed year.**

Personal Skills/Training

* **3 months dance diploma course from Saroj Khan Dance Academy, Mumbai.**
* **Completed 3 months session of commercial dance under Deep Dance Academy, Mumbai.**
* **Attended Yoga workshop/camps under the guidance of Dr. Manish Varshanvey.**

Academy Projects

* Conduct classes for children with special abilities.
* Prepare teaching material for students.
* Conduct Psychological tests and case study for students.

Interests / Activities

* Reading
* Writing
* History &culture
* Dance & Drama

**Declaration :** I hereby declare that the above furnished information is true to the best of my knowledge.