**Kiran**

**Dear Sir/Madam**,

This letter is to introduce myself for an available position. I believe my diploma in Early Childhood Education and my 2 years’ of practical experience in teaching children of different backgrounds makes me a perfect contender for this position.

I am confident and able to bring strong expertise in utilizing and applying the Montessori Method in elementary classrooms effectively. Having worked in the private as well as government setup, I am well familiar with the parent teacher meeting layouts. I have by now become very well versed in integrating technology into my daily lessons based on the age specific Montessori curriculum and maintaining individual portfolios, a competency that would come in very handy at an individual focused institute like yours.

I would welcome an opportunity of meeting with you in person and elaborate my prior achievements as a Montessori teacher, my dedication and expertise in the profession. Kindly contact me to schedule an interview at your convenience. I look forward to hearing from you soon.

Thank you for your time and consideration.

**Kiran**

**PROFESSIONAL OBJECTIVE**

Passionate and result oriented early childhood teaching professional. Capable of implementing the Montessori curriculum effectively while fostering social relations development and self care skills among children.

**Core Competence**

|  |  |
| --- | --- |
| * Communication Skills | * Able to Identify Student Needs |
| * Create a Learning Environment | * Commitment to the Profession |
| * Good at Lesson plan design | * Time Management |
| * Creative Thinking | * Classroom Management |
| * Problem Solving Skills | * Flexible |

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Status** | **Institute** |
| Diploma in Montessori Education |  | International Montessori System |
| Bachelors in Commerce | In Progress | Govt. College of Commerce College |
| Intermediate |  | Private |
| Matriculation |  | Daffodils Academy |

**PROFESSIONAL EXPERIENCE**

**AIMS School** **March 2014 Till April 2016**

**Montessori’s Directress**

* Observation of every child to know about their needs and to understand their learning style.
* Building up a Montessori environment according to the learning style of the children to help them feel comfortable.
* Assigning different tasks to the children and judges them from the results derived from the tasks.
* Offers support, affection and warmth to the children and provides complete security to them.
* Encourages the child to communicate with other children and provides the progress report of the child to the parents.
* Provides the children with clear and relevant lessons to make them follow her instructions.
* Acts as a trend- setter of the children by exhibiting grace and good manner and respects.

**Aisha Bawany School Dec 2013 Till Mar 2014**

**Montessori’s Teacher**

* Responsible for handling a class of 20 students of age group 4-6 years.
* Teaching them basics like shape, color, counting etc.
* Teaching about basics of regular life eating, talking, and behavior.
* Conducting small games in the class.
* Conducting group activities.
* Responsible for their physical and mental development.
* Coordinating with the parents and updating about their child’s development and performance.
* Maintaining the complete records of students.
* Teaching them about natural things, names of animals, flowers, fruits and vegetables.
* Conducting small tests monthly for checking their development and grasping status.
* As per performance giving more attention to weak children.

**IT SKILLS**

MS Office (Word, Excel and power point)

**ACHIEVEMENTS**

* 1st Prize on Candy Wonderland Project at Science & Art Fair AIMS School.
* Best Teacher Award 2016 at AIMS School.

**PERSONAL INFORMATION**

Date of Birth Aug 13’ 1993

Marital Status Single

Nationality Pakistani

Languages English and Urdu written and spoken

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

