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| **Manpreet Kaur – CV No 2009604**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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| |  | | --- | | **Work Experience:** | | |  |  | | --- | --- | | **Teacher Coordinator/Class Teacher (Kindergarten& Primary Sections) Course*: British Curriculum &CBSE* S***hri Harkrishan sahib senior secondary school*  *Ludhiana, India* | January 2011 – Nov 2013 | | | * Teach children in a classroom at an elementary school, at the kindergarten level. * Plan, evaluate, and assign lessons. * Prepare, administer, and grade tests, listen to oral presentations, and maintain classroom discipline. * Introduce children to mathematics, language, science, and social studies. * Use games, music, artwork, films, books, computers, and other tools to teach basic skills. * Use play and hands-on teaching. * Teach letter recognition, phonics, numbers, and awareness of nature and science. * Maintain grade books. * Grade papers and perform other administrative duties as needed. * Write grant proposals to gain funding for further research. * Create projects designed to enhance lectures. * Read and stay abreast of current topics in education. * Create lesson plans. * Utilize various curriculum resources. * Integrate competencies, goals, and objectives into lesson plans. * Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served. * Develop incentives to keep participants in class. * Utilize public library resources. * Work with program coordinators to ensure initiatives are being met. * Tutor students on an individual basis. * Establish and communicate clear objectives for all learning activities. * Prepare and distribute required reports. * Observe and evaluate student's performance. * Manage student behavior in the classroom by invoking approved disciplinary procedures. * Engaging parents and creating healthy relationships with students and faculty will help create a quality learning environment.  |  |  | | --- | --- | | ***PRIMARY TEACHER* Grade 1 to 5** | * **May 2013 – Jan 2015** * **Jan 2016 - Oct 2016** | | |  | | * Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills. * Observe and evaluate children's performance, behavior, social development, and physical health. * Demonstrate activities to children. * Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play. * Read books to entire classes or to small groups. * Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety. * Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists. * Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs. * Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling. * Collaborate with other teachers and administrators in the development, evaluation, and revision of kindergarten programs. * Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage. * Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations. * Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them. * Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. * Prepare, administer, and grade tests and assignments to evaluate children's progress. * Supervise, evaluate, and plan assignments for teacher assistants and volunteers. * Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence. * Use computers, audiovisual aids, and other equipment and materials to supplement presentations. * Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities. | | **Education:** | | |  |  | | --- | --- | | **Masters in Political Science Panjab University** | **April 2011** | | **Bachelor of Education B.ED Guru Nanak college of Education** | **April 2010** | | |  | | **Computer Skills**: | | |  |  | | --- | --- | | **Ms. Office Professional** |  | | **Art and Sketching Diploma**  ***Marital status***  **Date of birth- Dec 03.12.1987**  **Gender- Female**  **Nationality - Indian**  **Marital status- Married**  ***Visa status***  **Husband visa**  ***Hobbies***  Painting ,Fashion designing ,Beautician ,Creativity new things, cooking,Drawing,  Stitching  ***Language known***  **ENGLISH ,HINDI,PUNJABI**  ***Teaching subjects***  **ENGLISH,HINDI,MATHS,SOCIAL STUDIES,SCIENCE UP TO GRADE 5 .** |  | | | |  | | --- | | ***Personal Summary****:* | | I have quality to provide kids with a safe, fun environment where they can express themselves creatively make new friends and adjust to spending part of the day without their parents. I have extraordinary levels of patience, enthusiasm, creativity, and, above all, a love of early childhood education Possessing a good team spirit. I have capability to care tremendously about the progress and well-being of each and every child in the classroom. Now looking forward to making a significant contribution in an ambitious and exciting Organization that offers a genuine opportunity for progression. | |  | | ***Skills:*** | | Excellent communication and listening skills | | Enjoy teaching children. | | A positive attitude. | | Flexibility and quick thinking. | | Perseverance and the ability to respect parent's answers. | |  | |  | | ***Areas Of Expertise:*** | | Training and teaching others | | Establishing & maintaining relationships | | Making decisions and solving problems | | Updating and using relevant knowledge | |  | |  | |  | |  | |  | |  | |

**Thanks & Regards**

**Manpreet kaur**

**January 1,2017**

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