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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.comWe 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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| **Manpreet Kaur** |

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| **Work Experience:** |
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| **Teacher Coordinator/Class Teacher (Kindergarten& Primary Sections)Course*: British Curriculum &CBSE*S***hri Harkrishan sahib senior secondary school**Ludhiana, India* | January 2011 – Nov 2013 |

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| * 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.

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| ***PRIMARY TEACHER* Grade 1 to 5** | * **May 2013 – Jan 2015**
* **Jan 2016 - Oct 2016**
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| * 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.
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| **Education:** |
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| **Masters in Political SciencePanjab University** | **April 2011** |
| **Bachelor of Education B.EDGuru Nanak college of Education** | **April 2010** |

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| **Computer Skills**: |
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| **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 .** |  |

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| ***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. |
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| ***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. |
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| ***Areas Of Expertise:*** |
| Training and teaching others |
| Establishing & maintaining relationships |
| Making decisions and solving problems |
| Updating and using relevant knowledge |
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**Thanks & Regards**

**Manpreet kaur**

**January 1,2017**

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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.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |