**Sarah**

**Sarah **

[**Sarah.337997@2freemail.com**](mailto:Sarah.337997@2freemail.com)

**Objective**

To secure a position in teaching & share my knowledge for the growth and development of the children.

**Educational Background**

* **M.Com** post graduate from **Mumbai University** in Year 2014 With **“B” grade.**
* Passed **JOLLY PHONICS Teacher Training Course** from **Little Angel Training Institute** in year 2016.
* **Diploma** in **MONTESSORI Teachers Training** from **Little Angel Training Institute** in year 2010 with **1st Grade** and has completed **Internship**.
* **Diploma** in **Early Childhood Care Education** from **Little Angel Training Institute** in year 2010 with **Distinction**.
* **B.Com** graduate from**E.BMadhavi College** in year 2009 with Pass class.
* Passed **higher secondaryE.BMadhavi School** in year 2004 with 53%.
* Passed **high school** from**E.BMadhavi School** in year 2001 with Pass class.

**Abroad Work Experience**

**Organization: Evergreen nursery in Abu Dhabi UAE**

**Designation:** **Class Teacher for Nursery from September 2016 to January -17**.

**Duties and Responsibilities:**

* Responsible for handling a class of 25 students of age group 4 years.
* Teaching them communication and language, numeracy, literacy, cognitive skilletc.
* Teaching about basics of regular life eating, talking and behavior.
* Conducting indoor activities, outdoor activities and role play for activities and stories.
* Conducting group activities and individual 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, plants, seeds and flowers, UAE culture, Transportation.
* Conducting small tests monthly for checking their development and grasping status.
* Taking responsibility for the progress of a class.
* Organizing the classroom and learning resources and creating displays toencourage a positive learning environment;
* Planning, preparing and presenting activities that cater for the needs of the whole ability range within the class;
* Motivating pupils with enthusiastic, imaginative presentation;
* Maintaining discipline;
* preparing and marking work to facilitate positive pupil development;
* meeting requirements for the assessment and recording of pupils' development;
* Preparing lesson plan for day to day activities.
* Preparing hand made things for activities depending upon the theme.
* providing feedback to parents and careers on a pupil's progress at parents' evenings and other meetings;
* Activities is prepared with the motto to develop pupils’ fine and gross motor skills.
* keeping up to date with changes and developments in the structure of the curriculum;
* Organizing and taking part in school events, outings and activities which may take place at weekends.
* Liaising with colleagues and working flexibly.

**Organization:** **OMKAR International school in Mumbai**  
  
**Designation:** **Class Teacher for L K G and AssistantTeacher for U K G**in 2016 (3 months).

**Duties and Responsibilities:**

* Create a lively, communicative atmosphere in class which is conducive to teaching and learning.
* Encourage diligence, organization, responsibility, self-reliance, co-operation, teamwork, honesty, understanding and tolerance in students.
* Plan, deliver and evaluate lessons, maintaining up-to-date records and forward plans, and delivering the records and plans for regular inspection to the Head of Primary as requested.
* Monitor the attendance of students at lessons and ensure that they are doing, to the best of their ability, classwork, homework and coursework, and that it is up-to-date and marked.
* Review student progress and, where appropriate, seek help for students with perceived special needs.
* Review student progress and in the case of behavioral or educational problems communicate these as appropriate to the Head of Primary - communication with parents to be sanctioned by the Head of Primary in such cases.
* Monitor compliance with School rules and dress code regulations.
* Organize resources in advance, issue textbooks and other resources, keeping records and collecting back at the appropriate time.
* Maintain and improve personal standards of teaching, sharing ideas with other staff, and remain abreast of developments in their own subject and education generally.
* Write, supervise and mark tests and exams as appropriate.
* Attend assemblies, meetings, Parent Evenings, presentations and events, including on Saturdays, as required.
* Attend and support School activities as reasonably requested by the Head of Primary.
* Complete reports as required.
* Liaise and maintain close communication with other members of staff and, in conjunction with them, to organize trips as necessary, to review text books and other resources, advising the library as appropriate, to maintain records of text books and other resources, to assist with setting/streaming as necessary, to review syllabuses and contribute to the design, evaluation and development of departmental and/or Year curriculum, schemes of work and policy.
* Cover for absent colleagues when necessary.
* Undertake other tasks and duties as reasonably requested by the Head of Primary.
* Avoid doing or saying anything that is detrimental to the reputation of the School or its staff.
* Take a daily register of student attendance.

**Organization:ST. Xavier’s school in Mumbai**  
  
**Designation:** Teacher for 1st Grade in 2015 (1 year).

**Duties and Responsibilities:**

* Teach assigned subjects to first grade students according to curriculum plan.
* Coordinate with other first grade teachers to maintain consistency in curriculum.
* Develop lesson plans and instructional ideas according to school standards.
* Motivate students to participate in various educational activities.
* Develop creative learning opportunities for student’s education, social and behavioral growth.
* Interact with parents to inform about their children’s academic progress.
* Create positive, structured, learning and safe environment for students.
* Develop and maintain student behavioral and discipline policies.
* Coordinate with other staffs to evaluate and enhance curricular programs for student academic excellence.
* Accommodate different learning styles and instruction methodology for English language learners and special education students.
* Use different assessment methods to evaluate student progress, their academic strengths and weaknesses.
* Maintain accurate attendance and grade records for each student.
* Assist in planning and implementing school programs and other activities.
* Develop positive parent teacher relationship and promote parent teacher partnerships.
* Monitor student activities in school premise and ensure safety of every student in the classroom and school grounds.
* Attend educational trainings and workshops for professional growth.

**Organization:** **Little Angels school in Mumbai**  
  
**Designation:** Teacher for Pre Primary in 2011 (1 Year).   
  
**Duties and Responsibilities:**

* 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.

**Key Skills**

* Ability to get involved with the children easily.
* Extrovert.
* Good teaching skills.
* Explaining power.
* Polite & approachable.
* Have patience.

**Extracurricular Activities**

* Participated in the drawing competition in school.
* Participated in the various sports in school.
* Basic Computer programing and Application
* MS office

**Visa Details**

Issue date : 10-01-2017

Expired date : 10-04-2017

**Declaration**

I confirm that the above information is true and correct to the best of my knowledge. Give an opportunity to offer my services. I assure you that no stone shall be left unturned by me in achieving the professional targets set by your organization of so repute.