**CURRICULUM VITAE**

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**Ms. RAVINDER**

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**CAREER OBJECTIVE**

Seeking opportunities for professional growth, challenging assignments, increasing responsibilities etc. as a Teacher/Lecturer in an organization where individual merits, dedication, innovative approach, team spirit is recognized and rewarded.

**EDUCATIONAL QUALIFICATION**S

1. Pursuing **Diploma in Teaching & Training with Specialization in TESOL/TEFL Program.**
2. Completed TESOL approved ELT advantage online course – An Introduction to Teaching English to Young Learners (2009)
3. Obtained Activprimary Foundation Skills Certificate from **Promethean** Learning.
4. **M. Sc ( Applied Genetics/Biotech -Science**) from Acharya Institute of Sciences, Bangalore University ( Karnataka ) with aggregate of 71% ( 2004 )

Holding 3rd Rank In Genetics Dept.in Bangalore Uni.

1. **B. Ed** from Ramgarhia College of EducationPhagwara (GNDU Amritsar ) with aggregate of 65% (2002 )
2. **B. Sc** ( Chemistry, Botany, Zoology) from Lyallpur Khalsa College Jalandhar (GNDU Amritsar ) with aggregate of 60% ( 2001 )
3. 12th from Guru Amar Dass Public School **CBSE** with 74.3% (1998)
4. 10th from Seventh Day Adventist High School **ICSE** with 63.4% (1996)

**COMPUTER SKILLS**

Certified with International Computer Driving Licence( ICDL ) &

**IELTS :General 7 Academic – 7**

**PERSONAL INFORMATION**

Date of Birth : 16 Sept.1979

Nationality : Indian

Marital Status : Married

Languages Known : English , Hindi , Punjabi

Date of Expiry : 1 Nov 2021

Visa : Husband Sponsorship ( Over in 2018 Aug )

**WORK EXPERIENCE**

1. **Presently**, working as LSA with **Gems Wellington International School**

**( National Curriculum of England )**

Key responsibilities:

* providing support to children with mathematics, reading and writing on an individual, class or small group basis
* helping to develop programmes of learning activities and adapting appropriate materials
* motivating and encouraging pupils
* assisting with marking and correcting work
* attending meetings and reviews
* helping with school events, trips and activities

**2** Worked as a **Primary Teacher with Amled School from April 1st 2015 - June 30th 2015 (CBSE)**

1. Worked as a **Primary Teacher with JSS International School, Dubai ( ICSE ) from April 1st 2010 to May 2013.**
2. Worked as a **Primary Teacher with JSS Private School, Dubai ( CBSE) from May 2013 to 31st March 2015( Internal Shifting)**

**JOB RESPONSIBILITIES**

* teaching all areas of the primary curriculum;
* taking responsibility for the progress of a class of primary-age pupils;
* organising the classroom and learning resources and creating displays to encourage a positive learning environment;
* planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
* motivating pupils with enthusiastic, imaginative presentation;
* preparing and marking work to facilitate positive pupil development;
* meeting requirements for the assessment and recording of pupils' development;
* providing feedback to parents and carers on a pupil's progress at parents' evenings
* coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
* working with others to plan and coordinate work;
* keeping up to date with changes and developments in the structure of the curriculum;
* organising and taking part in school events, outings

1. **Worked as a Teacher in The Apple International School ( O level ), British Curriculum , Dubai UAE from Sept.2007 to March 2010**

**JOB RESPONSIBILITIES**

* motivating and stimulating the children's learning abilities, often encouraging learning through experience;
* providing pastoral care and support to children and providing them with a secure environment to learn;
* devising and producing visual aids and teaching resources;
* organising learning materials and resources and making imaginative use of resources;
* assisting with the development of children's personal/social and language abilities;
* supporting the development of children's basic skills, including physical coordination, speech and communication;
* encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play;
* developing children's curiosity and knowledge;
* working with others, including teaching assistants and/or nursery nurses as well as volunteer helpers, to plan and coordinate work both indoors and outdoors;
* observing, assessing and recording each child's progress;

**6 Worked as Primary Teacher in Leaders Private School, Sharjah UAE**

**(2006-2007)**

Teaching the basics of numeracy, literacy, music, art and literature to students at primary school and promote students' social, emotional, intellectual and physical development.

* plan and structure learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students' development
* provides a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
* observes students to evaluate their progress and to detect signs of ill health, emotional disturbance or other disabilities
* discusses students' progress with parents
* attends parent interviews, staff and committee meetings
* participates in community and family support programs as appropriate

**7 Worked as a Lecturer in the Dept of Genetics / Biotech, The Oxford College of Science Bangalore from 01 Sept.2004 to 31 Aug 2006 having Exp. of 2 years at PG & UG level**.

**JOB RESPONSIBILITIES**

* To teach at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
* To contribute to the development, planning and implementation of a high quality curriculum.
* To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
* To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
* To participate in the development, administration and marking of exams and other assessments.
* To provide pastoral care and support to students.