**GEETA**

**GEETA.363437@2freemail.com**

**T.G.T Hindi Teacher**

**Teaching ~ Curriculum Development ~ Student Development**

Versatile, high-energy professional, successful in achieving business growth objectives within turnaround & rapid changing environment

**PROFILE SUMMARY**

**SKILLS SET**

**Teaching**

**Administration**

**Student Development**

**Counselling**

**Liaison & Coordination**

**Academic Operations**

* A dedicated professional with the experience in Teaching, Administration, Counselling and Student Development
* In-depth knowledge, understanding & enthusiasm for creative teaching and learning as a key to raising achievement, aspiration and motivation
* Functioning as HOD of Hindi to build a community of creative learning practice across the school, involving all departments as appropriate
* Demonstrated ability to develop an enquiry based approach which addresses a range of issues relevant to the broader developmental needs of the school & its learners and is linked to the school improvement plan
* Efficient to facilitate the long-term development of creative teaching and learning at a structural and systemic level, using the creative school development framework and other resources
* Outstandingly skilled as a facilitator in school, able to translate the school’s vision for creative learning into practical implementation
* Instrumental to actively coordinate with other school partners and external partners linked with the programme, attending creative partnerships networking meetings as appropriate time requirements

**WORK EXPERIENCE**

**Birla Public School, Doha Qatar as T.G.T Hindi Teacher 2013- Till Date**

**Delhi Public School, Bathinda as P.G.T - Hindi 2011-2013**

**Little Flower School, Pinjour as T.G.T. - Hindi 2010 -2011**

**Key Result Area**

* Ensuring that children & young people play a meaningful and active role in learning that can truly reflect their interests, needs and enthusiasms
* Designing, developing and executing lessons that reflect the curriculum and the state’s core educational standards
* Adapting Hindi curriculum for individual, small group and remedial instruction to meet the needs of identified students or subgroups of students
* Identifying & evaluating the academic and social growth of students
* Preparing summary reports of participants progress throughout the tutoring program
* Tracks & reports grades and attendance to ensure accurate record keeping according to regulations
* Providing students with the necessary resources and materials to help them understand the course content
* Demonstrating Hindi stories & concepts using models, other available technology methods and other standard or teacher-prepared instructional aids
* Designing and developing learning activities that will relate Hindi subject
* Establishing and maintaining standards of pupil behaviour needed to provide an orderly, productive classroom environment
* Assessing each pupil’s progress in Hindi knowledge and skills

**CREDENTIALS**

**Education**

B.Ed. from Kurukshetra University, Kurukshetra in Hindi 2010

M.A. (Sanskrit) from Sampoorna Nand University, Banaras **Year**

M. A. in hindi from Jodhpur University **Year**

**IT Skills**

* Well versed in MS-Word and Excel

**PERSONAL PARTICULAR**

**Date of Birth:** 1st August 1987

**Language known:** Hindi, English, Sanskrit & Punjabi