***Summary:*** 3+ years’ strong teaching experience which includes CBSE standard LKG/UKG Indian schools and Home coaching for CBSE 2nd/3rd/4th/5th standard students for Maths/Science/Hindi in Kuwait. Strong in Managing 40+ Kids class for KG and handled Multinational parents effectively. Very familiar with CBSE teaching patterns and methods and can handle multi states/country students effectively. Moved to Dubai very recently and looking for KG teacher or assistant teacher position.

***Rekha***

*Mail ID:* *rekha-395106@2freemail.com*

*Place: Bur Dubai*

*Available: Can Join Immediately*

***Areas of Expertise:***

|  |  |  |
| --- | --- | --- |
|  Parents meeting |  Kids assessment/review |  CBSE LKG/UKG class handling |
|  Teamwork, Time management |  Students motivation |  Classroom Management |
|  Adaptability  |  Pressure handling |  Periodic Lessons planning |
|  Transport co-ordination |  Class tests co-ordination |  LCD/Mobile apps handling |
|  Kids Sports day co-ordination |  Organizing Kids Picnics |  Cultural events co-ordination |

***Educational Background:***

* Engineering diploma in Electronics and Communication.
* Completed the certification course of KG and Montessori Training (N.T.C)
* Completed the course of computer application (MS word, MS Excel)
* Pursuing EYFS (Cache 2) in MNR talent and skills development institute.

***Work Experience:***

1. **Kindergarten Teacher (March 2019- August 2019) in Indian School in Kuwait Abbasiya**.

***Responsibilities:***

* Responsible for handling a class of 40 students of age 4/5 years.
* Taking attendance through App.
* Planning daily, weekly and monthly lesson.
* Taking class assembly and transport co-ordination.
* Teaching Basic concept of Alphabets in Jolly phonics system and numbers using smart board.
* Taking weekly monthly tests and monitoring their improvement.
* Taking parent- teacher meetings and informing parents about their children’s behaviour, study etc.
* Giving more importance to weak children**.**
1. **Kindergarten Teacher (March 2015- March 2019) in Indian**

**School in Kuwait Salmiya.**

***Responsibilities:***

* Responsible for handling a class of 40 students of age group 4/5 years.
* Planning daily and weekly activities for children and monitoring their involvement.
* Collecting and using resources in teaching them basic skills.
* Teaching them concept of Alphabets and Numbers. Building friendly relationship with children and guiding them in completing daily tasks.
* Monitoring Attendance.
* Preparing lesson plans and methods of assessment.
* Taking Parent-teacher meetings to report the growth and progress of children.
* Teaching them basics like shape, colour, counting etc.
* Teaching them about natural things, names of animals, flowers, fruits and vegetables.
* Teaching about basics of regular life eating, talking, and behaviour.
* Conducting group activities. Ability to interact with the children effectively so
* they can learn quickly i.e. rhymes, storytelling, and acting games.
* Conducting tests for checking their development and grasping status.
* As per performance, giving more attention to weak children.

**3**. **Salmiya Play school teacher 2008 March-2009 Feb in Kuwait.**

***Responsibilities:***

* Responsible for handling a class of 30 students of age group 2.5/4 years.
* Make the children identify various colors, shapes, objects.
* Teaching them basics like alphabets, numerals, counting etc.
* Preparing kids for school interview.
* Coordinating with the parents and updating about their child’s development and performance.
* Teaching children along with games to make attractive and interesting.
* Teaching using pictures of charts, shapes, toys, animals and birds etc.

***Key Skills:***

* Ability to involve with the children easily.
* Have Patience.
* Curriculum development.
* Confident and Flexible to work in all situation.
* Polite and approachable.

***Hobbies:***

* Gardening
* Reading books.
* Listening to music.

***Personal details:***

**Date of birth:** 29 June.

**Languages known** English, Hindi, Kannada, Konkani, Learning Arabic.

**References** – Available on request.