**CURRICULUM VITAE**



**MANJIMA**

**MANJIMA.307971@2freemail.com**

**PERSONAL SUMMARY**

An energetic and versatile tutor able to teach across a wide range of **Computer and IT** topics. I Manjima come to you with a strong background in planning lessons, organizing extra-curricular activities and helping to transform the lives of my pupils and possess a variety of competencies that set me apart from other candidates, chief amongst these is my ability to not only get students to listen, but to also understand. As a seasoned professional I can turn best practices into high quality, goal-driven results. Aside from my technical competencies, my pleasant manner and excellent communication skills allow me to quickly connect with children from all social backgrounds. At the moment I am looking for a suitable position with a school that has a culture that appreciates and rewards excellence.

**CAREER HISTORY**

**COMPUTER SCIENCE TEACHER** – April 2014 - present
Employers name – **Shining Star International School, Mussafah, Abu Dhabi**Responsible for teaching a computer curriculum that is consistent with the schools district goals and objectives.

Duties:

* Teaching all areas of the school computer curriculum.
* Teaching students the latest computer skills.
* Creating rigorous lessons that are aligned with the subject curriculum.
* Providing ongoing and timely feedback to students on their progress.
* Involving parents and careers in a child’s education.
* Completing daily pupil attendance reports.
* Preparing assignments, course material and lessons for pupils to do.
* Marking and grading a pupil’s class and home work.
* Demonstrating computer hardware and software to students.
* Encouraging classroom discussions between pupil’s.
* Informing parents of a student’s academic progress.
* Installing teaching software on computers.
* Selecting which teaching resources to use in class.
* Enforcing high standards of student behaviour.
* Working closely with other teaching and school staff.
* Maintaining discipline in the classroom.
* Attending parents' evenings.
* Attending staff meetings.
* Researching new subject topic areas to teach.
* Proficient in Windows and Microsoft Office software.
* Conducting frequent and appropriate assessments of a student’s abilities.

**EDUCATION**:

Academic Qualification: • **Graduation in Zoology** (BSc) as Main subject and Chemistry &

 Botany as Subsidiary subjects, from SN College, Kannur,

 Calicut University, Kerala.

Professional Qualification: • **Post Graduate Diploma in Computer Applications** From

 Model Poly, Vatakara, Kozhikode, Kerala (Institute of Human

 Resource Development)

* **CO&PA** (**Computer Operator and Programming Assistant)** NCVT from Airconds Computer center &ITC, Vatakara, Kerala
* **English Typewriting – LOWER GRADE (**Kerala Government Technical Education Department)

## EXPERIENCE IN OVERSEAS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Institution’s Name | From | To | Remarks |
| Subject Taught | Classes Taught |
| 1 | Indian Islahi Islamic School, Abu Dhabi | 10/4/2008  | 31/3/2014 | Computer Science | Grade V – X |
| 2 | Shining Star International School, Abu Dhabi | 1/4/2014 | Present | Computer Science | Grade V – X |
|  | Total No.of years of Experience | **7 years** |  |

## EXPERIENCE IN INDIA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No. | Institution’s Name | From | To | Subject Taught | Classes Taught |
| 1 | Amritha Vidhiyalayam, Vatakara,Kearala  | 2/6/2006 | 31/3/2008 | Computer Science | Grade I - IX |
|  | Total No.of years of Experience | **2 years** |  |

**LICENSE**

* **Teaching License issued from ADEC**

**KEY SKILLS AND COMPETENCIES**

Professional

* Operational knowledge of the Internet and web-related technologies.
* Maintaining order in the classroom in a fair and just manner.
* Maximizing time on task.
* Accepting responsibility for her own actions.
* Extensive web and internet experience.
* Working with other teachers in a collaborative, productive, and supportive manner.
* Preparing in detail for up-coming lessons during the school day.
* Treating all pupils in a respectful manner.
* In-depth understanding of all subject matter.

Personal

* History of producing significant student learning gains.
* Have a relaxed attitude and a friendly personality.

**AREAS OF EXPERTISE**

Classroom Management
Teaching Skills

**Declaration**

 I hereby declare that all the information given above is true to the best of my Knowledge and belief.