CURRICULUM VITAE



**Sangeeta**

E-Mail : sangeeta.370046@2freemail.com

**Career Objective**

To use my skill and experience, thereby to promote a positive atmosphere, and higher quality education among children. Seeking a challenging and responsible position to use my abilities and experience effectively and efficiently for children and I also have acquisition for learning and developing new skills.

**Achievements and skills:**

* Have excellent communication skill to deliver and present learning effectively
* Can create an enthusiastic environment and make learning a happy journey among children
* Have creative and imaginative blend which helps in delivering lessons in a practical and interesting manner among children
* Have a caring attitude to attend to children's needs and concerns in time
* Have a strong desire to work with children

**Education:**

* S.S.C from Mumbai University
* F.Y Bcom from Yashwantrao Chavan open university.
* SY Bcom from Yashwantrao Chavan open university
* T.Y.Bcom

**Certification:**

* Certification The Diploma Early Childhood Care Education Training Course - 2010

**Computer skills:** MS Excel, MS Word, Power Point & Internet browsing

**Employment Details**

**Worked with Kidzee, Vashi, Navi Mumbai as a Pre-School Head Teacher from 2010 to 2012**

**Job Responsibilities:**

* I used my experience and expertise got as a Preschool Teacher and handled the responsibilities of Teacher-Preschool with efficiency. I took the task of making plans for lessons each week. I also managed and coordinated the team of teachers and recorded my observation about children and teachers which would be presented to director in meeting. I also monitored and presented the needs of children and teachers namely childcare facilities, facilities needed for teachers to the management.

**Worked with Modern School Vashi, Navi Mumbai as a Pre-School Teacher from 2012 to 2014**

**Job Responsibilities:**

* As a Preschool Teacher I took the responsibility of teaching theoretical lessons, practical sessions of lessons taught, coordinating games and fun activities among children. I took the responsibility of teaching and executing children's projects from conception to completion. I was responsible for not only making lesson plans but also for managing the whole class allotted to me. I planned and organized variety of activities both for individuals and group activities namely play, dance, singing, games, arts and crafts which helped children to bring out their talents and improve their skills.
I used various fun activities, play and interactive activities to develop language and vocabulary among children. This approach of combining play and interactive activities made children to learn with ease, increased their interest and attention on academic learning, helped them to learn letter recognition, helped children to learn numbers, science and nature with ease and interest

**Worked with Kidzee Ghansoli Navi Mumbai as a Pre-school Head Teacher from 2014 to 2015**

**Job Responsibilities:**

* I used my experience and expertise got as a Preschool Teacher and handled the responsibilities of Teacher-Preschool with efficiency. I took the task of making plans for lessons each week. I also managed and coordinated the team of teachers and recorded my observation about children and teachers which would be presented to director in meeting. I also monitored and presented the needs of children and teachers namely childcare facilities, facilities needed for teachers to the management. I was handling class Sr KG.Had organised Annual Day with children of Play group and Sr Kg.

**Worked with Terna Orchid International School Koperkhairne Navi Mumbai as Grade 1 Teacher from 2015 to 2017**

**Job Responsibilities:**

* As a Grade 1 Teacher I took the responsibility of teaching theoretical lessons, practical sessions of lessons taught, coordinating games and fun activities among children. I took the responsibility of teaching and executing children's projects from conception to completion. I was responsible for not only making lesson plans but also for managing the whole class allotted to me. I planned and organized variety of activities both for individuals and group activities namely play, dance, singing, games, arts and crafts which helped children to bring out their talents and improve their skills.
I used various fun activities, play and interactive activities to develop language and vocabulary among children. This approach of combining play and interactive activities made children to learn with ease, increased their interest and attention on academic learning, helped them to learn letter recognition, helped children to learn numbers, science and nature with ease and interest. I have also organized annual day & other functions held in the school for children of various grades.

**Personal Details**

**Date of Birth** :13th Nov, 1988

**Gender** : Female

**Martial Status** : Single

**Language Known** : English, Hindi, Marathi.

**Visa Status** : Visit Visa.