

# Rishika Kapoor



## Contact

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## Personal Details

**Date of Birth:** 30-05-1987

**Marital Status:** Married

## Languages

- English
- Hindi

## Hobbies

- Travelling
- Listening Music

## Inter-Personal Skills

- Quick Learner
- Team Player
- Problem-Solving Skills
- Competent professional

## Summary

An Educator with 10 years of experience

A very passionate, skilled, patient and hardworking person. My aim is to drive revenue growth by effectively identifying and addressing customer needs, building strong relationships, and presenting tailored solutions. My goals include achieving or surpassing sales targets, enhancing customer satisfaction through excellent service.

## Skill Highlights

- Communication
- Self-motivation
- Planning
- Collaboration
- People Management
- Customer relationship management
- Counselling
- Event Management
- Evaluating performance and grading exam
- Developing lesson and education plans
- Innovative
- Strong work ethic
- Technical Skills:
  - Office Tools: MS word, PowerPoint, Excel
  - Teaching Tools – Google classroom, Google doc., Padlet, Jamboard, Peardeck, Book Creator, Classroom Screen & ERP Portals

## Education

2010 - Bachelor of Education: English and Social Science  
Shimla College of Education, Shimla

2009 - Bachelor of Arts (Economics Honours)  
St. Bede's College, Shimla

2006 - Class XII (CBSE) Commerce with Maths  
Cambridge Foundation School, New Delhi

2004 – Class X (CBSE)  
Cambridge Foundation School, New Delhi

## Achievements

- Worked as the coordinator of Grade I
- Won class decoration competition twice
- Got second prize in BDMC (poetry enactment)
- Completed NISHTHA course.

# Experience

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## 1) The Deens Academy (Bangalore)

**Designation: Secondary Educator (May'2022 till date)**

- **Curriculum Delivery:** Plan and deliver engaging lessons that meet curriculum standards.
- **Student Engagement:** Foster a love of learning and stimulate intellectual curiosity.
- **Classroom Management:** Create and maintain a positive, orderly, and inclusive classroom environment.
- **Support and Mentorship:** Provide guidance on academic and personal issues, helping students navigate social and emotional challenges.
- **Parent Communication:** Engage with parents and guardians to discuss student progress and address concerns.
- **Section Head:** Supervise and support colleagues in managing grade-level activities.
- **Event Planning:** Organize events such as parents-teacher meetings, special assemblies, field trips, guest lectures, sports days and annual days.
- **Teacher Supervision:** Manage and supervise teachers.
- **Attendance Management:** Review and correct teachers' attendance registers at the end of each month.
- **Substitution Management:** Handle and arrange teacher substitutions as needed.
- **Assessment and Evaluation:** Assess and track student progress through assignments, tests, and feedback.

## 2) Inventure Academy (Bangalore)

**Designation: Primary Educator (May 2020 to April 2022)**

- Handle daily classroom set up observing students' behaviour and progress.
- Develop weekly lesson plans in accordance with the school curriculum.
- Collaborate with other subject teachers to monitor the weaknesses and strengths of each student.
- Responsible to communicate with parents to ensure proper guidance at home.
- Record and compute grades of students according to their academic performance.
- Demonstrate working knowledge of classroom technology to enhance learning experiences.
- Foster a teamwork environment through the development of original group activities and projects.
- Create and adapt lesson plans according to students' academic needs, including both individual and group work.
- Create a safe, inclusive learning environment.
- Reflect and improve.
- To engage students in active, hands-on, creative problem-based learning
- To design and implement effective strategies to develop self-responsible/independent learners

## 3) Brookfield High School (Bangalore)

**Designation: Primary Educator (April 2019 to April 2020)**

- Enrollment Management: Process student applications, maintain records, and manage admissions procedures.
- To build students' ability to work collaboratively with others
- Responsible for teaching English.
- Prepared daily lesson plans.
- To engage students in creative thinking and integrated or interdisciplinary learning experiences
- To maintain a safe, orderly environment conducive to learning
- To evaluate students' performances in an objective, fair and timely manner
- To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality, and follow-through on commitments
- To provide and accept evaluative feedback in a professional manner
- To create and maintain a positive and safe learning environment

## 4) Freedom International School (Bangalore)

Address: Flat No.1116, GR Sagar Nivas Apartments, Hosa Road, Bengaluru- 560100

**Designation: Primary Educator (May 2015- June 2017)**

- Administered and graded tests and assignments to evaluate students' progress.
- Excellent ability to reach the target student's knowledge grasping level and implement appropriate teaching methods and techniques.
- Thorough knowledge of the subject to be taught and its background.
- Great fluency in spoken English and command over comprehension.
- Communicate objectives for all lessons, units, and projects to students and their parents.
- Planned and supervised class projects, field trips, and visits by guest speakers.
- Prepared daily lesson plans for activities.
- Identified signs of emotional or developmental problems in students.
- Provided one-on-one attention to students, while maintaining overall focus on the entire group.

**5) Cambridge Foundation School (New Delhi)**

**Designation: Primary Educator (April 2012 – October 2014)**

**Roles & Responsibilities:**

- Responsible for teaching all the subjects to Grade I and II through traditional as well as a modern approach
- Good understanding of student psychology and high concern regarding the problems they face in the learning process.

- Have good exposure towards utilizing all the modern teaching aids (Educomp) appropriately and effectively.
- Passionate about the teaching by evolving interest in the pupils
- Maintained academic records in ERP & Applane

**6) Titiksha Public School (New Delhi)**

**Roles & Responsibilities:**

- Responsible for teaching English to Grades III- V
- Responsible for maintaining the manual academic record
- Appreciated by the members of the management for continuous commitment towards work

**Signature:**

**Date: 12/08/2024**

(Rishika Kapoor)