

RESUME

Career Objective

Looking for an opportunity to secure the position of a Teacher where I can employ all my skill for the benefit of the school. Make good progress in my career through all my best subject knowledge and great teaching efforts.

Obtain a position in the school where I can maximize my teaching experience, utilize my skills as an academician and grow as a academician with the institution.”

Key Skills

- Excellent communication skill with fluency in Hindi
- Excellent command over Hindi subject
- Making worksheet with differentiation
- Activity based teaching with differentiation
- Conduct small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential
- Strong knowledge of make use of all the modern teaching aids.
- Delivered creative and interactive activities ,Ability to handle children of different age groups.
- Expertise in using new teaching methodology to explain difficult topics.
- Computer knowledge
- Organizational abilities
- Using positive reinforcement method to redirect poor behavior of students
- Using proactive strategies to improve instruction method
- Mentoring new teacher and guiding them for active teaching methodologies
- Facilitate activity that encourage emotional and social growth of students.

Strengths

- Enthusiastic and hardworking.
- Possess Positive attitude.
- Responsible towards work.
- Self-motivated and directed.
- Creative, -Innovative
- Team player
- Great organization skills
- Leadership qualities
- Think out of the box
- Problem solving capacities
- Multi tasking

-Set up and arrange school library books at the starting period of the school

Professional Experience

- Presently working as Hindi Teacher (Feb 2021- Till date) - **Samsidh Mount Litera Zee school.(HSR branch)**

Responsibilities –

- ✓ Handling Hindi subject for Primary & Secondary classes 4nd to 8th std. (CBSE Board)
- ✓ Excellent communication and written skills as well as ability to explain the text.
- ✓ Providing a learning environment that supports student success
- ✓ Maintaining and submitting accurate and timely reports for student grades/progress
- ✓ using Teams and Google classroom platform for daily classes.
- ✓ Making PPT & other App for Activity like (Khaooot, Quizzes, liveworksheet ect.) for engage the students.
- ✓ Ability to plan, collect material and deliver the lessons in the class.
- ✓ Arranging meetings with parents and discussing the development of the children.
- ✓ Making whole school and teacher Timetable. (manually & software)
- ✓ To work in a challenging and growth oriented environment.
- ✓ Attending department and faculty meetings
- ✓ Responsible in Planning and preparation for school function like Annual Day and Sports day and Hindi day Celebration.
 - ✓ Participated in various workshops for Professional development and deliver more effective teaching.
- ✓ In charge of school assembly to show case each individual's ability and talents in different field.

- Presently working as Hindi Teacher (May 2018-June 2020) - **L R International School.**

Responsibilities –

- ✓ Handling Hindi subject for Primary classes 4nd to 9th std. (CBSE Board)
- ✓ Excellent communication and written skills as well as ability to explain the text.
- ✓ Ability to plan, collect material and deliver the lessons in the class.
- ✓ Arranging meetings with parents and discussing the development of the children.
- ✓ Conducting dance shows, fancy dress competition and decorating class according to various themes.
- ✓ Making whole school and teacher Timetable. (manually & software)
- ✓ Head of the Exam Department.
- ✓ To work in a challenging and growth oriented environment.
- ✓ Responsible in Planning and preparation for school function like Annual Day and Sports day and Hindi day Celebration.
- ✓ Worked as a House President for two years in school among one of the four house.
- ✓ In charge of school assembly to show case each individual's ability and talents in different field.
 - ✓ Participated in various workshops for Professional development and deliver more effective teaching.

- Hindi Teacher **National Centre For Excellence (2017- 2018)**

Responsibilities –

- ✓ Handling Hindi subject for Primary classes 4nd to 7th std . (CBSE Board)
- ✓ Ability to work with children of different aptitude and skills.
- ✓ In charge of Conducting school Assembly
- ✓ Head of the Exam Department.

➤ Hindi Teacher – **Global City International School. (2013-2017)**

Responsibilities –

- ✓ Handling Hindi subject for Primary classes 2nd to 9th std . (CBSE/ ICSE/ State Board)
- ✓ Actively involved in Preparation of question papers,
- ✓ Initiate in organizing Quiz and workshops in collaboration with students.
- ✓ Prepare mark list & result (manually & online)
- ✓ Conducting Hindi Assembly
- ✓ Teaching with smart Digi board
- ✓ Completed chart, media for Hindi lab
- ✓ Developed and coordinated field trips for students with success across all class room
- ✓ Organize the students in the group so they can interact with each other and socialize
- ✓ Outstanding creative skills in developing lessons and curriculum for children
- ✓ Skilled in using technology to make learning fun and interactive
- ✓ Maintained discipline inside and outside classrooms
- ✓ Holding teacher and parents meetings and resolving issues of both the parties

Extra curricular activities

Co-ordination for Cultural programme-

-Monitoring/ Organised whole school sports day

-Conducting dance shows, fancy dress competition, Drama and decorating class according to theme and festival

- Participation in Rangoli competition

➤ Hindi Teacher – **St.Jonh's High School.**(2011-2012)

Responsibilities –

- ✓ Teaching Hindi to Primary students 3rd to 10th std. (CBSC/ State board)
- ✓ Prepare question papers and correction answer sheet. (Type Hindi question papers also)
- ✓ Initiate in organizing Quiz and workshops in collaboration with students.

➤ Worked as Assistant at Advocate office (1 year – Mumbai)

Responsibilities – Maintaining information files and processing paperwork, enter data or process information.

Performing Administrative Activities- Performing day-to –day administrative.

➤ Counselor – at Sutra Info Computer Training Institute (2years -Mumbai)

Responsibilities – Maintaining information files and processing paperwork, enter- Ability to identify skills, interest of candidate . Computer literate with knowledge of Microsoft Word, Microsoft Excel, Power Point , DTP, Tally etc.

➤ Computer Teacher at School (1 year- Mumbai)

Responsibilities –

- Have an experience as instructor and worked in this sector for few years .
- Have knowledge on basic computer Word/Excel
- Have training and teaching capability.

Academic Qualification

- M.ed – 2020- 2022 from Mumbai University (Appear – last Semester)
- B.Ed.(Hindi)- 2013 from Mumbai University
- Bachelor of Library and Information Science –Blib 2005
- B.A (Economics Ist Class) 2002-2003 Mumbai University
- Diploma in Computer Ms-office/ Ms-CIT/DTP/Tally
- English Typewriting Speed 30/40 w.p.m
- Marathi Typewriting Speed 30 w.p.m

Personal Details-

Name : Mrs. UJWALA PANKAJ SURWADE.
Address : Sri Manjunatha Regency , Flat 103, Kaggadaspura,
C V Raman Nagar ,Near Ayappa temple Bangalore 560093
Phone No : 9845072661
Date of Birth :18th July 1982
E-mail Id : ujwalasurwade18@gmail.com
Total Experience : 10 years
Marital Status : Married
language : Marathi/ Hindi / English

Thanking you,
Mrs. Ujwala P. Surwade.
Date -