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Minder, Pathankot-
145001
PUNJAB

EDUCATION

Matriculation **K.V NO-1
School Pathankot**,
affiliated to CBSE.

Graduation from
G.N.D.U. Amritsar,
PUNJAB.

Bachelor of Arts
(Economics) from **S. D
college**, Pathankot,
PUNJAB

Bachelor of Education
B. Ed: from **Rizwan
College**, Srinagar, with
Hindi and Mathematics
as teaching subjects.

BANDANA KUMARI

PROFESSIONAL SUMMARY

Objective: - Thirst to learn & attitude to work for an institution for mutual benefit and growth. Meticulous academic professional seeking an Educator role in which to apply knowledge of learning management systems and a passion for engaging lectures. Known for implementing innovative teaching methods to increase student engagement. Aiming to leverage 6 years of academic experience to drive student growth and participation.

WORK HISTORY

March 2018 – March 2023

Gems Our Own Indian School, Dubai – Hindi Teacher

- Teaching Hindi to 2nd to 4th grade.
- Subject coordinator of grade 2 to 4.
- Collection of lesson plans and activities conducted by teachers and given feedback for final approval.
- Instruct to students on the fundamentals of a Hindi language.
- Preparing Lesson Plans, course and classroom materials, assigning homework, grading papers and tests.
- Creating individualized plans for students with special requirement.
- Taking Beginner enrichment classes for students.
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May 2014 - Feb 2017

Mitra Academy, Bangalore – Hindi Teacher & HOD_Primary(Hindi)

- Taught Hindi to 2nd to 5th grade.
- Prepared classroom lectures and engaging activities to encourage participation.
- Set up activities to introduce Hindi culture and developing Hindi language skill among the students.

P.G.D.C.A from Delhi
University in Information
Technology.

Pursuing Masters in Hindi
from Lovely Professional
University.

LANGUAGES

Hindi, English

- As HOD Hindi, lead, managed and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Maintained the general discipline of the students and staff of the department.

Nov 2007 - Oct 2013

Kirpal Sagar Academy (Residential School) – Hindi Teacher & Girls Hostel Warden, Punjab, India

- Taught Hindi to 2nd to 6th grade.
- Warden of Girls Hostel having grade UKG to grade 12th.
- Prepared classroom lectures and engaging activities to encourage participation.
- Set up activities to introduce Hindi culture and developing Hindi language skill among the students.
- As a Warden, allotted rooms to the students, keep check on maintenance of the hostel, quality of food served to kids and discipline among students.

April 1998 - April 2005

Army School, Mamun Cantt, Pathankot – Hindi, Math & Computer Teacher, Punjab, India

- Class 2nd to 5th.
- Taught Hindi & Math to Grade 4 and 5.
- Taught Computers to Grade 2 to 5.
- Set up activities to introduce Hindi culture and developing Hindi language skill among the students.
- As a Math teacher, prepared hand on learning activities for kids to make them comfortable and connect the mathematics problems to the real world.
- As a Computer teacher, taught about hardware & software, and how to use keyboard and mouse effectively.

- Observing and managing classroom dynamics. Invigilating and grading projects, quizzes and examinations.

May 1996 - March 1998

Happy Public School, Pathankot - Maths Teacher

- Class 5th to 8th.
- Class teacher of grade 6th.
- Taught Mathematics from grade 5th to 8th.
- Support students in developing their ability of solve problems, reason mathematically, and connect the mathematics they are learning to the real world around them.

ACHIVEMENTS

- Had a post of Activity In-charge in Kirpal Sagar Academy.
- Had a post of HOD (primary) Hindi Dept. In Mitra Academy.
- Got Best Teacher Award in 2011 on Teacher's Day.
- Got participation certificate of CCE seminars in 2008 and 2013.
- 100% success in online HINDI BEGINNER'S CLUB during COVID with 94 kids.

SKILLS

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|------------------------|-------------------------------|
| • Lesson planning | • Child psychology |
| • Classroom management | • Guest lecturer coordination |
| • Academic mentoring | • Tutorial delivery |