

Sangeeta Rawat

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Job responsibilities

- To Co-ordinate with school administration, teachers and students.
- To co-ordinate with school for timely completion of syllabus and revision.
- Day to day supervision of students progress and solution of their problems.
- Assisting staff for improvisation and communication with parents.
- To prepare question paper and evaluation.

Skills

Teaching

Work Experience

Central Hindu School (CBSE Pattern)

2007-2012

Class Teacher

Category

Teaching, Supervising

Field

Education

Last Annual Salary

Negotiable

Education

M.A (ENGLISH)

2006

O.U university

CMC Advance Corse

2023

Counsel India (Noida, UP)

One Year Course

B.ed

HNB Garhwal Central University

Experience

- Employed in Central Hindu School as an English teacher from 01May 2007 to 30Aug 2012 and holding responsibility Class Teacher and is experienced in working in the following fields-
- Office Administration: Documentation comprising of report card registers dairy and syllabus.
- Coordinating and conducting extracurricular activities Dancing, Singing, Sports activity etc.
- Experience of guiding, motivating and counseling of students.

My employer can expect:-

- Independent handling of all sorts of tasks allotted to me.
- Leading by example and dedication to the teaching.
- Co-ordination and cordial relationships with management.
- Timely completion of task in hand.

Job Profile:

I have experience of teaching, handled the responsibility of Class Teacher ,assisted for extracurricular activities .