

# NEELAM VISHWAKARMA

204A WING NUTAN NILAM APARTMENT WAGLE ESTATE  
THANE WEST MUMBAI MAHARASHTRA INDIA - 400604  
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## PROFESSIONAL SUMMARY

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Personable and talented Class teacher who stays up-to-date on new learning technologies and trends in the education community. Highly motivated and enthusiastic educator skilled in identifying educational software and learning programmes that can benefit students. Caring Teacher demonstrating skill in strategic classroom management and effective discipline.

## SKILLS

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- Self-motivated Experiential learning Physically strong and agileFast learner.
- Completed BTSA (Beginning TeacherSupport and Assessment) programme.
- Positive and encouraging.
- Strong written and verbalcommunicator.

## WORK HISTORY

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Currently working as **Teaching Assistant** in **SMB PADWAL ENGLISH SCHOOL** in Wagle Estate Thane West and taking lecturers in classes as Subject teacher. Date of Joining of **SMB PADWAL ENGLISH SCHOOL** is 15 June, 2023.

05/2023 till now **Mazidun School** as **Teacher assistant**

05/2023 till now **Space academy** for **SSC board and CBSC** , **English and S.S / std, 10th ,9th,8th so on...**

05/2023 till now **Bright tutorials** **SSC boards and CBSC 10th English and S.S , 11th and 12th S.P commerce**

05/2023 till now **Shetty 's classes** for **SSC Boards 10th English and S.S**

05/2023 till now **Amol classes** for **SSC , CBSC, ICSE boards for English literature and S.S , Commerce**

11/2022 to 03/2023 **Education Counselor**

**Makshi Infotech Pvt. Ltd.-** Thane, India

12/2019 to 03/2022 not worked due to covid pandemic.

11/2019 to 12/2019 **Apprentenship Assistant Teacher**

**THE PARK ACADEMIES, SWINDON(UK)**

- Positive attitude, and a desire to get one of the most important qualities we look for before we hire apprenticeship.
- Willingness to learn.
- Practical..

- Effective Communicator.
- Time management.

06/2017 to 04/2018 **Assistant Teacher**

**HM GALA SCHOOL, MUMBAI**

- Observed and evaluated students' performance, behaviour, social development and physical health.
- Developed students' English, Social Studies and communication skills through demonstrations and practice.
- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.
- Created a classroom environment in which children could learn respect for themselves and others.
- Set up lesson materials, bulletin board displays and demonstrations.
- Designed and implemented basic social activities programs to be available to all students.
- Determined student strengths and weaknesses through DIBELS, STAR testing and weekly assessments.
- Selected age-appropriate stories and read them aloud during daily story time.
- Supervised an average of 50 or above students in classrooms, halls, cafeterias, schoolyards and on field trips.
- Took part in **Alert India Tobacco Free India Special Teachers Training.**

04/2017 to 06/2017 **Teacher**

**Anand Vishwa Gurukul & Junior College- Thane, India**

04/2015 to 04/2017 **Assistant Teacher**

**Manisha Academy – Thane, India**

- Met regularly with parents and guardians to discuss children's progress.
- Supervised an average of 50 and above students in classrooms, halls, cafeterias, schoolyards and on field trips.
- Took part in professional organisations and continuing education courses.
- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.
- Using school facilities , Field trips and excursions.
- Media and technology access, Healthy and safe learning environments.
- Building policies and procedures.

06/2014 to 04/2015 **Assistant Teacher**

**WEMA English High School– Thane, India**

- Encouraged students with special academic interests to fully pursue those subjects.
- Completed training courses to keep up-to-date with new teaching methods and developments in the field.
- Set up lesson materials, bulletin board displays and demonstrations.

- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.

03/2010 to 03/2013 **Assistant Teacher**

**Sunbeam School- Kulhanamau, Jaunpur (U.P. - INDIA)**

**EDUCATION**

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<b>COURSE NAME</b>	<b>BOARD/ UNIVERSITY</b>	<b>PASSING YEAR</b>
M.A.	<b>Himalayan University - Mumbai, India (Head Office located in Arunachal Pradesh)</b>	2018
B.Ed	<b>Pune University (IORD)</b>	2018
An Educational Campaign	<b>Alert India Association for Leprosy Education, Rehabilitation and Treatment – India</b>	2018
M.A.	<b>Mumbai University - Mumbai, India</b>	2015
B.A.	<b>Mumbai University - Mumbai, India</b>	2013
INTERMEDIATE	<b>Maharashtra State Board of Secondary and Higher Secondary Education, Pune</b>	2008
HIGH SCHOOL	<b>Maharashtra State Board of Secondary and Higher Secondary Education, Pune</b>	2004

## **PROFESSIONAL QUALIFICATION**

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Bachelor Of Education (B Ed) from Pune University (IORD) completed in 2018 with Subjects English, History and ICT (Basics of Computer Technology), TEFL/TESOL/EuroPass.

## **PERSONAL DETAILS**

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Father Name : Kashinath Vishwakarma

Date of Birth : 21st September 1986

Gender : Female

Nationality : Indian

Marital Status : Married

Hobbies : Reading, Listening Music, Cooking & Travelling.