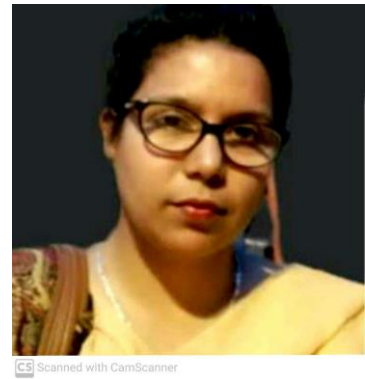


Afshan Jabeen Baba

Headmistress/Junior Wing In-Charge A dedicated primary educator with over a decade of experience in teaching young students and managing classroom environments in both online and physical settings. Proficient in designing interactive lesson plans, coordinating classes, and providing parental counseling. Demonstrated leadership in overseeing the Junior Wing, managing 1,100 students and 75 teachers. Currently seeking opportunities to relocate and further develop teaching and management skills.



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700016

Work experience

Headmistress - Junior Wing In-Charge

Delhi Public School Gaya
(April 2021 to 2024)

- Coordinating examination processes and schedules for the Junior Wing.
- Leading curriculum development initiatives and conducting teacher training programs.
- Supervising the academic and extracurricular activities of over 1,100 students and 75 faculty members.
- Ensuring the efficient operation and management of the primary wing.
- Organizing and conducting parent-teacher meetings to discuss students' progress and development.
- Coordinating with junior teachers to ensure effective class management and a productive learning environment.

Pre-Primary Teacher

Delhi Public School, Gaya
(July 2014 - 2021)

- Planning and delivering lessons in language, numeracy, and foundational skills tailored to early childhood development.
- Creating a stimulating, safe, and supportive classroom environment that promotes active learning.
- Using storytelling, play-based activities, and interactive methods to engage young learners.
- Preparing age-appropriate worksheets and lesson plans aligned with the curriculum.
- Monitoring student progress and maintaining attendance registers.
- Facilitating discussions and activities that enhance cognitive, social, and emotional development.
- Utilizing technology such as smart boards and teaching aids to

enhance the learning experience.

- Conducting online classes when necessary to ensure continuity of learning.
- Organizing and leading cultural programs, sports activities, and other co-curricular events.
- Coordinating with junior teachers for effective class management and support.
- Conducting parent-teacher meetings to discuss individual student progress and address concerns.
- Maintaining regular communication with parents regarding their child's development and school activities.

Pre-Primary Teacher

**Mansur Habibullah
Memorial High School
(July 2008 - June 2014)**

- I taught all subjects to nursery students, fostering a strong foundation in language, numeracy, and early developmental skills.
- Engage students through creative techniques such as singing, storytelling, and voice modulation to enhance learning and maintain their interest.
- Developed interactive lesson plans and activities tailored to the needs of young learners.
- Created a nurturing classroom environment that promoted both social and cognitive development.

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Educational Background

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|---|---|
| ● Calcutta University,
2000 | ● Bachelor of Commerce (Honors) |
| ● Calcutta Montessori
Teachers Training
College | ● Montessori Teacher's Training Course 2004, 1st Division, Calcutta |
| ● Asian College of
Teachers, 2022 | ● Diploma in Early Childhood Care and Education |
| ● D.El.Ed (NIOS)
2019 | ● Diploma in Elementary Education |
| ● First Computers
(2000) | ● Diploma in Computer Operations |

Organisational skills

- Leadership & Team Management – Supervising 75 teachers and 1,100 students.
- Examination Coordination: Overseeing exam schedules and processes of the Junior Wing
- Teacher Training: Conducting workshops to improve teaching skills.
- Parent counseling: regular communication and meetings with parents.
- Strategic Operations: Ensuring efficient daily functioning of the Junior Wing.
- Event Organization: Leading cultural and sports activities.
- Conflict Resolution: Managing conflicts among staff, students, and parents.
- Technology Integration: Promoting smart board use and online learning.
- Collaboration: Fostering teamwork across teachers and staff.

Always on time

Analytics

Decision making

Loyalty

Open minded

Sense of humour
