

V NAGA VEENA

veenachandramohan1994@gmail.com

+91-9940062373

Upper Kindergarten teacher with seven years of hands-on experience and two years of teaching Nursery classes, managing classrooms with up to 40 children. Recognized for the ability to foster healthy socialization and behavioural patterns in young learners, while instilling confidence and a sense of independence. Possess strong communication skills and a collaborative approach in working with parents and co-teachers to effectively support student development.

PROFESSIONAL EXPERIENCE

SVKM J V PAREKH INTERNATIONAL SCHOOL, MUMBAI

Homeroom Teacher - Nursery

October 2023 – May 2025

- Thoughtful and methodical approach to lesson planning, creating well-structured, engaging, and age-appropriate learning experiences tailored to the needs of my students. My planning process involves setting clear objectives, designing interactive activities, and incorporating diverse teaching strategies to cater to different learning styles.
- My approach integrates a blend of traditional and new techniques, including hands-on activities, interactive discussions, visual aids, and digital tools, to create a rich and engaging learning experience.
- I prioritize student-centered methods, encouraging active participation and critical thinking. By incorporating differentiated instruction, I address individual learning needs and support each student's unique strengths and challenges. My teaching methodology also emphasizes the importance of creating a supportive and inclusive classroom environment, where students feel motivated and confident to explore new concepts and develop their skills.
- Through continuous reflection and adaptation of my teaching practices, I ensure that my methodology remains effective and responsive to the evolving needs of my students.
- Recently, I led a knowledge-sharing session with my colleagues, where I successfully explained key concepts of NEP 2020 and the National Curriculum Framework. I tailored my presentation to the needs of my audience, providing a detailed overview and facilitating an interactive discussion. This experience highlighted my ability to communicate complex educational reforms clearly and effectively, ensuring that my colleagues were well-informed and equipped to apply these concepts in their practice. My commitment to effective presentation ensures that my messages are impactful and well-received.
- I demonstrate strong punctuality in all aspects of my role. I maintain excellent attendance, consistently arriving on time and ready to engage with students and colleagues. My commitment to punctuality extends to arriving for class promptly, ensuring that each session begins as scheduled and maximizing instructional time. I also meet deadlines for academic delivery with reliability and precision, carefully managing my schedule to fulfill all responsibilities effectively.
- I maintain a high level of regularity in my role, consistently attending classes and fulfilling my teaching responsibilities without interruption. My commitment to being present ensures that students benefit from continuous instruction and support. By not missing lectures, I provide a stable and reliable learning environment, contributing to the overall consistency and effectiveness of the educational experience.
- I manage relationships with students, parents, and non-academic staff with professionalism and respect. I approach interactions with students in a nurturing and supportive manner, nurturing a positive and encouraging environment that promotes their growth and well-being.
- When working with parents, I maintain clear and open communication, addressing their concerns and providing regular updates on their child's progress. My approach is always empathetic and collaborative, ensuring that parents feel valued and involved in their child's education.
- I also engage with non-academic staff with courtesy and cooperation, recognizing their vital role in the school's operations. By fostering positive and productive relationships with all members of the school community, I contribute to a harmonious and effective working environment.
- I cultivate a holistic and respectful relationship with my superiors, characterized by open communication and mutual support. I actively seek feedback and guidance, demonstrating a willingness to learn and grow professionally. By aligning my work with the broader goals and vision of the institution, I contribute positively to our shared objectives.
- I possess a deep and thorough understanding of the subjects I teach, which enables me to explain concepts clearly and effectively. My subject knowledge is continually updated through professional development and research, ensuring that I provide accurate and current information to my students.

- Recently, I have focused on enhancing my communication skills in Hindi, the regional language, to better reach every child, especially those who find it challenging to comprehend instructions in English. By incorporating Hindi into my teaching, I ensure that all students receive clear and accessible explanations, fostering a more inclusive learning environment. This commitment to adapting my communication approach supports each child's understanding and engagement in the classroom.
- As a quick learner, I enthusiastically learnt a new video editing tool and made several videos for various events of our school. Should any new technology be implemented and training provided, I am confident in my ability to master these tools and integrate them effectively into my teaching practice. My commitment to continuous learning ensures that I can leverage technology to enhance educational outcomes and contribute positively to the school's technological initiatives.

NEW HORIZON PUBLIC SCHOOL, LINDIRA NAGAR, BANGALORE

Class Teacher

August 2021 – March 2023

- Prepare and implement creative lessons to classrooms averaging 40 students between 4.5 to 5.5 years old
- Organized and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling
- Consistently pursue professional development activities to broaden and deepen knowledge of content and teaching skills through various workshops.
- Coordinate planning and logistics for field trips following the standard operating procedures
- Develop basic math and literacy curriculum and testing methods for students and tutored several children struggling reach age-level averages in these subjects
- As a coordinator of Annual Sports Meet, compered and assisted in execution of various activities related to the Annual Sports Meet for the year 2022-23
- Designed computer presentations for the culminating activities in school.
- Conducted various competitions such as dance, music, story-telling and shloka
- Different strategies and plans pertaining to teaching-learning process are well executed during the pandemic considering the attention span of children in an online session.
- Imparting effective moral value-based education to children with appealing pictures and stories through videos - to instil values such as empathy, kindness, accountability, integrity, responsibility, respect.

PADMA SESHADRI BALA BHAVAN SENIOR SECONDARY SCHOOL

Class Teacher

KK NAGAR, CHENNAI

June 2016 – March 2021

- Prepare and implement creative lessons to classrooms averaging 30 students between 4.5 to 5.5 years old.
- Coordinate planning and logistics for field trips following the standard operating procedures.
- Develop basic math and literacy curriculum and testing methods for students and tutored several children struggling reach age-level averages in these subjects.
- Frequently contact and work with parents to discuss students' development and behaviour, as well as maintain records and open communication about students' physical development and health.
- As a coordinator, executed works such as arranging syllabus meetings between branches, preparing minutes of the meeting, planning and designing the portions pertaining to the syllabus in a creative way, getting approval from the institution heads for such proceedings.
- Preparing list of children with health issues and regular follow up of the same is done periodically and record the findings and remedies for future references.
- As the in charge of the outside competition wing, communicating various age-appropriate competitions to the parents, coordinating with the institute conducting the event and encourage maximum number of children to participate. A list of achievers at all levels (i.e., National level, State level, District level, region level) is prepared and a recognition in the form of certificates and medals are arranged.
- Segregating the children based on the choice of language when promoting to the next higher class.
- Complete document process is taken care with regards to the admission of the student.
- Address the parent community to explain the process of academic function, role of a student, teacher, parent and the school during orientation.
- An important protocol pertaining to both external and internal audits is well maintained.
- Imparting effective moral value-based education to children with appealing pictures and stories through videos - to instil values such as empathy, kindness, accountability, integrity, responsibility, respect.

KEN I SPEAK
Spoken English Trainer

Sri SankaraBala Vidyalaya, Pallikaranai (2012 – 14)
Infant Jesus Matriculation Higher Secondary School, Chennai (2014 – 15)

- Handled classes independently from Grade 1 to Grade 9.
- Helped students enhance their listening, speaking, reading and writing skills with a structured lesson plan.
- Encouraged the students to develop the above-mentioned skills by periodical grading, tracking their progress and teaching the importance of English.

EDUCATIONAL QUALIFICATION

- The Digital Educator – A Primer (English), UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development May 2024
- International Post Graduate Diploma in TESOL/TEFL (500-hour program) with TESOL Canada Board Certification - Asian College of Teachers, January 2024
- Certified teacher (Early childhood care and education) – International Teachers Olympiad, CENTA 2024
- Bachelor of Arts in Corporate Secretaryship, Anna Adarsh College for Women, University of Madras, Chennai – 1995-1998.
- Successfully completed the Nursery Training Course Certified by Padma Seshadri Bala Bhavan Teachers' Centre, Chennai – 2016-2017
- Certificate in the field of medical transcription from "Medilogistics, Chennai" – 2010
- MDP certified program on "Leadership" and "Team Building" conducted by Corporate Services, Mumbai. – 2001
- Diploma in IATA/UFTAA Standard Course, Geneva - 1999
- Grade XII, Jai Gopal Garodia Hindu Vidyalaya, West Mambalam, Chennai – 1994-1995.

LANGUAGES KNOWN

Language	Read	Write	Speak
English	√	√	√
Hindi	√	√	√
Telugu	√	√	√
Tamil	√	√	√
Sanskrit	√	√	-

PERSONAL DETAILS

Date of Birth: 27.08.1978

Marital status: Married

Signature

Date: