

POOJA MASANTA

C418, SLN Green apartment,
Trinity complex, Sompura gate
562125, Bangalore, India
MOBILE NO.: +917046646049
EMAIL: masantapooja8@gmail.com



EDUCATION

Master Of Arts

Rani Durgawati Vishwavidyalaya, India

Sept 2018 to May 2020

Bachelor of Arts & Education

Regional Institute of Education NCERT Bhopal, India

May 2012 to June 2016

High school

Kendriya Vidyalaya No. 2 Eme Vadodara, India

May 2011 to April 2012

EXPERIENCE

Social Science Teacher- GIG International School

Bangalore

May 2024- current

- Teaching social science to students in grades 3 through 7, ensuring effective delivery of the curriculum and fostering a positive learning environment.
- Organize and facilitate parent-teacher meetings following the completion of each formative and summative assessment, while maintaining ongoing communication with parents via the MCB app.
- As Class Teacher, maintain the class register and ensure the proper organization and upkeep of all student-related documentation.
- Design and prepare question papers and sample papers as required, in alignment with curriculum standards and assessment guidelines.
- Develop and maintain comprehensive lesson plans and long-term master plans to guide the educational process for the assigned grade levels.
- Undertake additional responsibilities as the Discipline Incharge, ensuring the maintenance of discipline within the school.
- Actively participate in and contribute to the organization of various extra-curricular activities, supporting the holistic development of students.

Social science teacher and hostel warden

Sainik School Mehsana, India

Mehsana, Gujarat

July 2022- Jan 2024

- Instruct and facilitate engaging Social Science lessons that encourage students' critical thinking and analytical skills.
- Manage hostel inhabitants' well-being and discipline, maintaining a safe and supportive living environment.
- Organize monthly meetings for students and parents to encourage open communication and collaboration between families and the school.
- Facilitate group activities such as dance, theater, and music to improve pupils' social interaction, self-expression, and confidence.
- Mentor and guide students while addressing personal and academic difficulties to achieve overall growth.

- Contribute to the creation of curriculum by using innovative teaching methods and resources to improve learning results.
- Participate in professional development workshops to stay current on teaching approaches and social work practices.

High School Teacher – Social Science

Vadodara, Gujarat

Kendriya Vidyalaya No.2 & Kendriya Vidyalaya No. 1, India

April 2017 – March 2021 & July 2021- October 2021

- Teach a diverse range of students from grades 6 to 9, utilizing systematic teaching strategies including lectures, discussions, audio-visual presentations, and field investigations.
- Conduct comprehensive career counseling sessions based on academic records and student interests, guiding course choices, vocational opportunities, and personal development.
- Develop and implement daily tasks and homework assignments, ensuring engaging and relevant learning experiences for all students.
- Analyze student performance and progress, tailoring interventions to meet individual needs and collaborating with parents and school administrators for optimal outcomes.
- Facilitate parent-teacher meetings every month, discussing ongoing projects, examination results, and students' overall progress to foster a strong school-home partnership.
- Active participant in staff meetings, educational seminars, and workshops, contributing to continuous professional development and staying updated with best practices in education and counseling.

Social Science & English Teacher Tirth International Institution

Limkheda, Gujarat

April 2016 – March 2017

- Utilize systematic teaching strategies, including lectures, discussions, audio-visual presentations, and field investigations, to engage and educate students in grades 2 to 7.
- Plan and develop course syllabi tailored to primary students' needs and learning outcomes, resulting in improved academic performance.
- Conduct comprehensive student assessments, considering IQ and fundamental values, to provide targeted counseling and support for their academic and personal development.
- Organize and coordinate co-curricular activities designed to enhance students' soft skills, promoting teamwork, communication, and interpersonal abilities.

PERSONAL SKILLS

- Capable of working independently or in a team
- MS Excel, Word, PowerPoint, and Project
- Strong written and verbal communication skills including technical report writing.
- Outspoken person, demonstrated effective interpersonal skills with people from diverse backgrounds

VOLUNTEER, CERTIFICATES AND MEMBERSHIP EXPERIENCE

- **Career Counseling and guidance to individuals facing challenges.**
- **Assisted in coordinating fundraising events and campaigns with HelpAge India.**
- **Central Teacher Eligibility Test -I 2019 Certification**

- **Central Teacher Eligibility Test- II 2016 Certification**