

Resume



Mrs. Kirti B Nair
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Profile snapshot

A Working professional for 19 years. A competent professional with good communication, organized thoughts, and processes. Have also served as a core member of the management team with a role to oversee Scholastic and Co-scholastic activities using effective technology integration. Have been responsible to create and foster a learning and developing environment for students and teachers to raise confidence and expand their knowledge base. Mentor staff to intensify critical thinking through collaborating curiosity and persistence within pupils. Supervise and inspect mindful and constructive usage of resources. Passionate about education and learning.

Core Skills

Curriculum Design and Development
Student Development
Team Management
Communication Skills
Leadership Skills
Language Enhancement
Behavioral Management
Emotional Intelligence

Professional Experience

July 2024 to till date : Subject Facilitator – Certified

BGS HIGH Cambridge International School (IGCSE)

aims at preparing learners of global standard through an education that challenges building lasting curiosity and passion for learning.

- Guiding learners and helping them to develop skills for language, improve Self Image and build perspectives towards the world.

- Implementation of the curriculum and delivering the curriculum by supporting students and teachers.
- Classroom observation to ensure the best execution of lesson plans to enhance the experience of the learner.

July 2023 to April 2024 : Senior Faculty English

Jain Public School CBSE Bangalore

aims at developing English language as subject and language in learners.

- Overseeing the making of lesson plans, NOLs.
- Guiding teachers on efficient and effective classroom teaching.
- Supporting teachers in providing effective learning and best educational experience for students
- Observation of classes and corrections through positive feedbacks
- Ensuring implementation of well designed lessons that enable students make significant progress in building language, concept application and comprehension skills.

August 2022 to May 2023 : Center Coordinator

United World Academy innovative K-12 School Bangalore

aims at developing reflective, independent, and lifelong learners through IB curriculum.

- Responsible for effective curriculum delivery
- Providing professional help to secure high-quality teaching
- Providing in-house training and mentoring staff
- Responsible for overseeing the administrative duties and daily operations
- Suggesting appropriate changes as per approved school policies
- Observation of facilitators, teachers, and supervision of other staff
- A go-between Staff and Management.
- Organizing events and activities for the professional and social development of students and staff
- Overseeing admission process
- Coordinating and cooperating with third-party/service providers
- Vendor management. Recruitment of staff /support staff as required.
- People management.
- Allocation of work - Timetable, Events and others as scheduled

Deccan International School CISCE and CAIE Boards- Bangalore

known for providing an empowering learning environment that nurtures empathy and inquiry in students, enabling them to excel in an ever-changing world.

- Observation of classroom curriculum delivery and support.
- Teaching CAIE and CISCE curriculum for grades Primary and Middle/Lower Secondary
- Implementing effective planning, teaching and assessment practices.
- Creating and managing a safe and inclusive learning environment.
- Designing of Reading Module; Screening of books as a core team member for Library Enhancement
- Conceptualize and Design content for Exhibitions -Virtual/ Physical
- Selection, proofreading, and editing of articles for School Magazines and Newsletters.
- Handling student retention team.
- In charge of the safety committee.
- Lead- Theater Club, Literature Club, Reading Club, and Junior MUN.
- In charge of CCA Activities and Inter/Intra School Competitions.
- In charge of Trip and Excursions for Students
- Scheduling PTMs
- Overseeing and maintaining teacher records, tracking logs, student attendance system, etc.
- Conducting special assemblies for unique and important events/days.
- Mentoring of New Joiners - Guiding them through the process.
- Choose materials and guide teachers in developing lesson plans to enhance skills for differentiated learning for primary and middle graders.
- Handling admission process and recruitment.
- Engage professionally with parents and communities.

**2009/10 to
2010/03:**

Lead Trainer

Sysinformation, Mysore

- Selecting training aids and Creating modules
- Maintaining records to track training
- Responsible for improving KPIs and meeting SLAs
- Identify training programs to address competency gaps to meet SLAs

**2009/01 to
2009/09 :**

Customer Service Manager

WNS Global Services, Bangalore

- Evaluating and managing the quality of the services for the client.
- Planning and conducting training on floor sessions.
- Supervising and assessing CSRs to determine training needs and define accurate plans for decreasing process lags.

- Introduced higher standards for customer services and increased efficiency by streamlining operations.

Education

2014-2015:	Prarambhik <i>Nandavahini Sangeeth Sansthan - Bangalore</i> <i>Continuing learning Hindustani Classical Vocal</i>
1999-2001:	B.Ed RBS College -Rajasthan
1997-1999 :	Master of Arts - English <i>Rajasthan University -Jaipur</i>
1993-1997:	Bachelor Of Arts - English (Honors) Psychology (subsidiary) <i>Kanoria College -Rajasthan</i>
1993-1994:	Senior Secondary - CBSE <i>Delhi Girls High School - Delhi</i>
1990-1991:	Secondary Education - CBSE <i>Border Security Force School - Rajasthan</i>

Trainings completed

Sl. No.	Training	Source
1.	Engaging Online Learning	Teacher Training Foundation
2.	Young learners Program	British Council
3.	SASS	Teacher Training Foundation
4.	Lesson Planning	Teacher Training Foundation
5.	CBSE Pedagogy of Languages teachers' Holistic Advancement)	NISHTHA (National Initiative for School Head and
6.	ICSE Integrating Gender in Teaching Learning process	NISHTHA
7.	Touch Stone	Teacher Training Foundation
8.	ESL - Focus on Progress	Cambridge International Education
9.	Primary Coordinator	Cambridge International Education
