

SUMMARY

Seasoned English teacher with over 6+ years of experience, currently associated with Indus International Community School.

With over **17 years** of overall experience, including **6+ year** of teaching experience, I wish to utilize my time and efforts to motivate students to explore the world around and guide them through necessary and diverse situations so as to enhance their thinking capability while offering freedom in the thought process.

WORK EXPERIENCE

Organization: **Indus International Community School (Bangalore)**

Designation: **English /Class Teacher (Grade 8)**

Tenure: June 2018 - till date

Roles & Responsibilities (G8 Class Teacher)

- Designed and implemented engaging and comprehensive lesson plans in line with the school's curriculum standards, ensuring that they cater to diverse learning styles and abilities.
- Fostered a supportive and inclusive classroom environment, encouraging student participation and engagement.
- Utilized diverse teaching methods and instructional strategies to accommodate different learning styles and abilities.
- Conducted regular assessments to evaluate student progress and adjust teaching methods accordingly. Designed question paper and EOW assessment sheets.
- Maintained regular communication with parents/guardians to update them on their child's progress, behavior, and any concerns that may arise.
- Actively participated in professional development workshops and collaborate with colleagues to enhance teaching practices.

Roles & Responsibilities (G6,7 & 8 English Teacher)

- Taught English language and literature, focusing on comprehension, writing, and critical thinking skills.
- Designed and implemented creative assignments and projects to stimulate student interest and learning.
- Offered personalized support and tutoring for students needing extra assistance to ensure their academic success.
- Organized and supervised extracurricular activities and clubs to promote holistic development and student engagement outside the classroom.

- Taught English to Grade 3 and Grade 4 students during the COVID-19 pandemic.

SUY (Start-up you/ Innovation Curriculum)

As a teacher, I have also been part of the Innovation and Life Skills program, focusing on enhancing communication, self-development and assisting students in setting and achieving meaningful goals.

- Conducted sessions on life skills programs, covering topics such as gratitude, relationships, and decision-making.

Professional Development

- Attended workshops on *"Eliciting Criteria for Teacher Effectiveness"* by ITARI (Indus Training and Research Institute).
- Attended training on utilizing various AI tools (such as Canva/ ChatGPT/ Meta AI / Edu aide/ Claude AI etc.)
- Attended workshop on classroom management.
- Participated in a workshop on POSCO.
- Attended training on SCRATCH coding by Leap learner.
- Workshop on self-directed learning and to include students of all abilities.

Extracurricular Activities

- English HOD- Lead and mentor the English department staff, providing guidance, support, and professional development opportunities.
- Advisor for school activities.
- In charge of assembly/grooming committee.
- Served as the emcee for the school's annual sports meet.
- Coached students for the visits, prepared scripts for them, and helped them practice and improve their pronunciation.
- Coached and mentored students for inter-school competitions.
- Guided students in their roles as emcees during school cultural events.
- Responsible for overseeing the Acer online test, which is conducted three times a year.
- Instructed grades 4 to 6 on computer fundamentals and Scratch coding using Leap Learner.

Organization: **Sri Ram Public School**

Designation: **Class Teacher (Grade 3)**

Tenure: July 2018 – May 2019

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Roles & Responsibilities

- Develop and maintain effective communication with all students and parents
- Design and implement all lesson plans
- Perform assessment of all student learning styles and participate in all students and parents conference as per policies
- Maintain confidentiality of all student records and coordinated with school administration for all classroom teaching
- Administer all student conduct and discipline
- Design question paper and assessment sheets

Organization: **Goldman Sachs**

Designation: **Associate**

Tenure: *December 2007 – November 2016*

Roles & Responsibilities

- Subject matter expert with thorough understanding of GMS technology architecture, expatriate management tools like Expentia, payroll user interfaces, file transfer/exchange mechanism, web initiation tools and other GMS technology platforms i.e., middleware interfaces, HR databases etc.
- Strong working knowledge of GMS policies and processes
- Influence and drive technology automation, system upgrades to make efficient and consistent processes
- Driving global user acceptance testing to validate the changes and ensuring flawless execution/implementations
- Enhancing governance and risk management, e.g., process documentation, increased approvals and signoff
- Mentoring and coaching of team members on functional/technical skills
- Research and trend analysis on mobility costs and volumes, e.g., yearend budgeting process, process documentation and knowledge sharing
- Manage cost projection and payroll administration including reconciliation for APAC, India & EMEA
- Drive end-to-end year end processes related revaluation of allowances (FOREX, Marked to market, compensation)
- Facilitate tax payments to IRD (Internal Revenue Department)
- Substantiate balance of each GMS account to ensure potential issues are identified and resolved prior to firm's fiscal quarter end
- Vendor relationship management including onboarding, contract renewal, risk assessment

- Collaboration with internal finance controllers and accounting services team for rapid turnaround time of invoice payment
- Driving process excellence by way of continuous audits, mentoring and coaching of team members on various payrolls across the globe
- Manage relocation survey process to monitor the vendor performance

Organization: **Accenture**
Designation: Senior Process Associate
Tenure: *July 2006 till November 2007*

Roles & Responsibilities:

- Validation of garnishments / benefits process
- Review user manuals / guides / SOPs on a weekly basis and update when required
- Maintain quality standards for payroll (garnishments)
- Coach and support team members to meet deadlines and during hours of crisis
- Evaluate and implement process improvements
- Maintaining quality output of 99.5%
- Review error logs and steps to negate errors

Organization: **Planet Design**
Designation: HR Executive
Tenure: *July 2005 – July 2006*

Roles & Responsibilities:

- Recruitment and payroll administration
- Deliver formal performance reviews
- Establish organization processes and policies
- Employee records management
- Participation in salary administration processes
- Creating reports on emerging technologies as part of competency building exercise

PROFESSIONAL ACHIEVEMENTS

- Partnered with Deloitte onsite team to streamline the tax payment / receivable processes
- Partnered with vendors in APAC to streamline the invoicing processes
- Increased controls on payroll reconciliation processes

- Established the project plan to launch and implement the new India GAP (Global Assignment Program) policy
- Responsible to streamline the Asia finance / tax processes (more info)
- Won Team Spirit award 2007 recognizing outstanding contribution

EDUCATION QUALIFICATION

Highest Degree

PGDM (HR) from [ALLIANCE BUSINESS ACADEMY](#) (2003-05)

Second Highest Degree

BBA from [PRESTIGE INSTITUTE OF MANAGEMENT](#), Gwalior (2000-03)

Completed B ed from Singhania University

Computer proficiency

Expatriate payroll administration tools, web interfaces, FTP tools, HR databases and middleware platforms

Excellent knowledge of Microsoft excel functions such as Vlookup, Hlookup, Concatenate, MATCH functions, Pivot