

Dipti Jayesh Bohara

Villa# 120, Geown Oasis,
V.Kallahalli, Off Sarjapur Road,
Bangalore-562125
Mobile: +919886251031
E-mail: dipti.bohara@gmail.com



CAREER SUMMARY: -

Accomplishing educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Articulative communicator able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculty and administrators. Self-motivated with strong planning, organizational and leadership skills.

WORK EXPERIENCE: -

Academic Manager

K12 Techno Pvt Ltd

From Feb 2022 till date

- Implementing the Ed-tech curriculum in the schools by training teachers on ERP, Phonics, Kits and Public Speaking.
- Guiding teachers on assessment module in ERP.
- Time-Table variance calculation.
- Teacher's observation on regular interval.
- Conducting Curriculum workshops in schools.

Academic Coordinator

Basil Woods International School

From Nov 2021-Feb 2022

Academic Coordinator-Middle School

Chrysalis High, Varthur

Sept 2019 to Sept 2021

- Mentoring, Training and guiding teachers
- Academic & Resource Planning
- Events planning and management
- Recruitment and induction of teachers
- Quickly adopted to virtual teaching methods and implemented among teachers during 2020, thereby displaying greater adaptability to changing situations
- Daily monitoring and review of virtual classes, along with effective feedback management sessions for the team
- Effectively managed escalations from parents
- Effectively communication with Curriculum team and teachers
- Managing curriculum workshops
- Preparing and guiding teachers & students for Annual day events
- Planning and execution of field trips.

Teacher

Global Indian International School (C.B.S.E), Bangalore

May 2015 – Sept 2019

- Grade Incharge cum Event planning (May 2019-Sept. 2019)
- Examination in charge. (2017-18)
- Class in charge. (2015-19) (Grade 1-4)
- Kidovator Olympiad in Charge teacher (2018-19)
- Led QCP team of teachers at inter GIIS competition (2018-19)

Teacher

Gopalan National School (I.C.S.E), Bangalore

May 2013 – May 2015 Math teacher, teaching grade 3-6

- Class teacher for Grade 4 (2013-14)
- Class teacher for Grade 5 (2014-15)

Teacher

Florence High School (I.C.S.E), Bangalore

Oct 2006 – Apr 2008 Math teacher, teaching grade 5-8

- Class teacher for Grade 5 (2006-07)

- Class teacher for Grade 6 (2007-08)

Working in a modern secondary school teaching child aged between 06-14. Running daily classes that adhere to the requirements of the Curriculum.

- Preparing study material for the classroom including interactive learning, worksheets and group exercises.
- Organizing coursework for multiple courses at a time.
- Involved in organizing and be in charge of examinations.
- Engaging pupils in the class in stimulating discussions.
- Carrying out assessments of students work.
- Organizing after-school activities for school children.
- Monitoring the performance of pupil's and providing encouragement to those who need additional help.
- Assisting in the organization school events like trips, sports events, inter school competitions etc.
- Organizing and participating in staff meetings.
- Responsible for lesson planning, delivering, marking of work.
- Preparing classes and delivering engaging, coherent lectures.
- Delivering whole school assemblies when required.
- Planning, setting and assessing homework.
- Enforcing the school's behavior policy.
- Assisting pupils to develop their social, emotional and behavioral skills.

Work Profile: -

- Creating a stimulating learning environment for students to study in.
- Possessing excellent subject knowledge and a real enthusiasm.
- Aware of and using new media like the internet to promote interactive learning.
- Up to date and aware of the latest teaching methods and techniques.
- Having strong classroom management skills.
- Able to be firm and disciplined with students to maintain high standards of discipline and behavior.
- Willing and able to provide teaching cover as and when needed.
- Fully aware of current Health and Safety legislation and procedures.
- Familiar with the National Curriculum.

- Able to support pupils with challenging behavior.
- Using innovative and resourceful teaching methods.
- Having the ability to teach young adults individually or in group settings.

Strengths: -

- Possessing a strong and confident teaching nature.
- Able to plan, prioritize and organize.
- Having the written and oral communication skills required to build a positive rapport with teachers, pupils and their parents.
- Positive values and attitudes towards pupils.
- Prepared to adapt current teaching practice upon advice and feedback from colleagues.

EDUCATIONAL QUALIFICATION: -

- **B Ed (Bachelor of Education)** ICAI University. (2010)
- **Bachelor of Commerce, Shri Bhagwan Mahaveer Jain College,** Bangalore.(1999-2002)
- **II PUC, Commerce,** Mitralaya Girls Junior College, Bangalore. (1999)
- **SSLC Examination,** Mitralaya Girls High School, Bangalore. (1997)

COMPUTING SKILLS: -

- Online Class – Google Classroom
- Operating System: - Windows 2010
- MS-Office 2010, Google Suites

ACHIEVEMENTS: -

- CBSE – certification course on CCE
- British council certificate for contribution towards the project.
- SOF certificates for IMO school teacher incharge
- Kidovator certificate as teacher incharge
- Employee of the month 4 times at GIIS
- Certificate for assisting in Annual day programs held in school.
- Participation certificate from Khan Academy

- Training session on integrated learning and blended learning.

PERSONAL DETAILS: -

Husband's Name: - Jayesh S Bohara
Husband's Occupation: Director, Group IT, Capgemini.
Age: - 41 years.
Status/Sex: - Married/Female
Language Known: - English, Hindi, Kannada

Declaration: I hereby declare that the information provided above is true to the best of my knowledge.

Yours Truly,

Dipti Bohara