

Neelima CN

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CAREER OBJECTIVE

Creative and energetic Early childhood education mentor with seven years of experience and a passion for building strong rapport with faculty, students, and carers who is dedicated to providing diverse activity plans and experiential learning opportunities to enhance individual development. Motivated to help children develop social, academic, and creative abilities to foster well-being and progress. Well-versed in developmental milestones and activities to promote curiosity and engagement. I am a passionate Pre-primary teacher who strongly believes that love, compassion, peace, respect, tolerance, and honesty are some of the virtues vital for an individual's development. I also believe learning by doing is the most permanent form of learning. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

ACADEMIC QUALIFICATIONS

- DIPLOMA IN MONTESSORI AND EARLY CHILD EDUCATION (2015-2016)
- B.COM (2007)
- HIGHER SECONDARY (April 2005)
- SECONDARY (April 2003)

KEY SKILLS AND COMPETENCIES

- Lesson Planning.
- Ability to work with children of different attitudes and skills.
- Excellent communication and ability to mix with children effortlessly.
- Ability to create an effective teaching method for the children.
- Ability to handle the behavior of children of 2.5 to 6 years and research skills.
- Highly skilled in using the various tools to make the teaching interesting and effective i.e. books, music and games.
- Ensuring that children are supervised at all times.
- Familiar with all the school's emergency procedures.
- Using appropriate language both in and out of the classroom.
- Able to engage with and inspire very young children.
- Completing teaching assignments in the allotted time.
- Identifying children who have emotional or behavioral problems.
- Excellent supervisory skills.
- Understanding and caring by nature.

PROFESSIONAL EXPERIENCE:

Gear Innovative International School

Job Duration : May 2021- Current

Designation : Environment Coordinator

Job Description:

- Preparing classroom and materials according to Montessori pedagogy and needs of children.
- Developed and implemented individualized learning plans, group lesson plans and classroom activities consistent with instructional guidelines.
- Preparing and publishing Newsletters every month.
- Handling a team of three members and worked cooperatively with team to provide training, support, guidance and constructive feedback.
- Established inspiring classroom setting with systems and procedures that managed student's behaviour, movement and learning.
- Maintained high-quality Montessori child care standards based on developmentally appropriate practices.
- Provided nurturing and stimulating educational environment for children from 2.5 years to 6 years.
- Responsible for providing good care and ensuring a happy, safe and stimulating environment.
- Performs the tasks of planning, preparing and reviewing the curriculum with the team
- Coordinates and updates child development activities on a daily basis.
- Conduct Puppet Shows, Outdoor games and activities etc.
- Updating children's observations on a daily basis.
- Worked with School Administrator for a smooth functioning of School process.
- Conducting parent teacher meetings.
- Making of Report cards after the assessments.
- Maintaining the attendance records.
- Making new materials according to the need of the class..
- Planning and conducting fun activities to ensure physical growth in children.
- Creating Interactive lessons.
- Classroom Management.
- Technology Integration.

Achievements:

- I was a part of CIQ (Creativity & Intelligences Quest) as a co-speaker for the topic MI and Early Childhood.
- I was a part of Montessori Institute to conduct Montessori Philosophy sessions.
- Conducted trainings for different topics like Coding for Early childhood, Enhancing Circle time with different Activities, Importance of Reading and Effective ways to introduce writing etc.
- Conducted events like Sports Day, Annual Day, Orientation Programs, and Graduation Day etc.

Global Indian International School

Job Duration : June 2017 – April 2021

Designation : Pre-Primary Teacher -Main

Job Description:

- Developing a careful and creative program suitable for preschool children
- Employing a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Observing each child to help them improve their social competencies and build self-esteem.
- Design a didactic and creative program specialized for preschool children
- Look after each child and help them build social competencies and self-esteem.
- Inspire children to communicate with each other in a friendly manner.
- Develop and maintain a constructive and ongoing rapport with children and Parents.
- Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child Planning activity based on a child's interest.
- Teaching children through structured play.
- Developing a child's curiosity and knowledge.
- Conducting quarterly parent teacher meetings.
- Making of Report cards after the assessments.
- Handled virtual classes effectively.
- Handled multiple events like Innovation week, Christmas Carnival, Joy of giving, Hi Q interschool Competition, Children's day celebration, Community Helpers day, Annual Day (Music In charge), etc.

Achievements:

- Received Exceptional Teacher Award as a part of Global School Award.
- Consecutively received best teacher award from last three years.
- Received appreciation letter for being a part of IMC team.
- Received appreciation letters for choosing best activities for children during the virtual classes.
- I have conducted training of flip book with inter GIIS campuses.
- Taken initiatives for multiple projects like Creating e-portfolios, Creating and consolidating data for different award applications like IMC RBNQA result's category, APQA.
- Worked as a digital responder for the orientation of Pre-Primary.
- I have been selected for marketing campaigns by the admission team.
- Created videos for the awards applications / Marketing purpose.

Gear Innovative International School

Job Duration : June 2016 – April 2017
Designation : Jr. Mentor – Montessori

KEY SKILLS:

- Ability to get involved with the children easily.
- Able to incorporate fun games and interactive activities into lessons.
- Flexible.
- Ability to communicate with parents effectively.

EMC Data Storage Systems India Pvt. Ltd

Job Duration : July 2010 – October 15, 2013
Team : Global Education Services (GES Operations)
Designation : Process Analyst

Net Ambit Info source and e-Services Pvt Ltd.

Job Duration : June - 2008- January -2010
Team : HR Operations
Designation : HR Executive

Metamorph Advertising India Pvt Ltd.

Job Duration : June - 2007- June- 2008
Team : HR Operations
Designation : HR Executive

SOFTWARE PROFICIENCY

Package : MS Office, Outlook Express, PPT, Adobe Disha , Google Classroom

PERSONAL PROFILE

Husband's Name : Ajay S
Date of Birth : 12th January 1987
Marital Status : Married
Language Known : English, Malayalam, Kannada and Hindi, Tamil
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