

GEETIKA SHARMA

COORDINATOR

CONTACT

+91 9379170974
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SKILLS

- Have excellent communication skill to deliver and present learning effectively
- Good command over written and spoken language, both English and Hindi (Can Speak Kannada)
- Can create an enthusiastic environment and make learning a happy journey among children
- Have creative and imaginative blend which helps in delivering lessons in a practical and interesting manner among children
- Have a caring attitude to attend to children's needs and concerns in time.
- Have a strong desire to work with children

ACADEMIC PROJECTS

- Conducted classes for a child with special abilities.
- Prepared teaching material for students

PROFILE

An organized professional with proven teaching, guidance and counselling skills. Skilled at communicating complex information in a simple and entertaining manner.

EXPERIENCE

EDUCATOR

Kinderpass | July 2020 - Ongoing

- Coached children living in foreign countries spoken and written Hindi
- Took virtual online classes based on the schedule fixed by the parent and made the sessions knowledgeable and interactive.

ADMIN COORDINATOR

Singing Bowl Pre School | April 2019 - April 2020

- Teaching and Coaching Pre-primary Class students as per International School Curriculum
- Ensuring Kids follow learning with fun philosophy

COORDINATOR

Sri Ram Public School | June 2015 -march 2018

- Assisting in coordinating personnel matters and managing personnel administration for all school staff such as engaging of relief staff and management of leave matters.
- Putting up proposals and liaising with relevant parties on school maintenance and improvement works to be carried out to the school buildings
- Supporting the review and streamlining of processes for efficient and effective running of the General Office

PRIMARY SCHOOL TEACHER

Christ International School, Bangalore | June 2014 - Jan 2015

KINDERGARTEN TEACHER

Daffodil Preschool, Bangalore | June 2013 - March 2014

EDUCATION

NTT LANGUAGE TRAINING INSTITUTE

- Conducted regular classroom lectures and seminars for students
- Arranged special sessions to introduce the students with the Hindi literature variety

MASTER OF ARTS (M.A) WITH SPECIALIZATION IN HINDI

Rajasthan University, Jaipur | 2000

BACHELOR OF ARTS (B.A) WITH SPECIALIZATION IN HINDI

Rajasthan University, Jaipur | 1998