

Archna Sharma

Contact Information

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Professional Summary

Hindi Language Teacher, Science Teacher with over 5+ years of experience. Experience in designing curriculum for CBSE, engaging lesson plans, and cultivating long-term relationships with students and working in fast-paced academic environments. Provided a safe learning environment that fostered growth of students both academically and emotionally. Optimized student performance by promoting goal-oriented activities and encouraging critical thinking.

Skills:

- Excellent classroom manager with the ability to focus children's minds on the task of hand.
- Careful lesson planner with the skills to keep all records presentable and up to date.

- Ability to mentor newly qualified teachers and to assist them with classroom duties.

Teaching Experience:

Glentree Academy Whitefield School Bangalore

PRT, TGT Hindi Teacher (CBSE), May-2021

Class Teacher for grade 5

Handling Gr-5,6,7 and 8(present)

House moderator responsibility

Cultural committee member

- Observed and evaluated students' performance, behaviour, social development, and mental health.
- Boosted and motivated the student grasp of materials with weekly tutoring sessions as performance enhancement class.
- Preparing question papers for the curriculum. Graded assignments quickly to assess student progress and communicate results with students and parents.
- Online teaching through TEAMS
- Maintained assignment grades and worked closely with students needing additional mentoring.
- Organized rooms in line with current educational thinking to maximize educational opportunities.

Emmanuel Mission School Alwar (Rajasthan), May 2005 to April 2007

Science and Computer Teacher

Class Teacher for Grade 6

- Science teacher for grades 4, 5, and 6. Computer teacher for 1 to 10.
- Keeping a record of each individual student's performance and development.

- Planned and implemented different daily activities to enhance overall development and growth of every student.
- Developed and deepened relationships with students, family members and faculty to promote optimal student learning environments.
- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.
- Helped students develop important learning skills and good study habits useful in trade school or college education
- Assessed students' strengths and weaknesses regularly to provide appropriate methods for addressing learning needs

India International School Alwar (Rajasthan) May 2003 to April 2005

Computer Teacher

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies
- Collaborated with other faculty members to review data and develop instructional strategies to address student learning objectives
- Designing general education curriculum for students using various instructional techniques and technologies
- Kept students on-task with proactive behaviour modification and positive reinforcement strategies
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding
- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities

- Boosted student grasp of materials with weekly tutoring sessions

Educational Qualification:

Pursuing MA (Hindi) From IGNOU

- ❖ **B.Ed. (Hindi, Biology) From Bengaluru University (2018 to 2020) with first div.**
- ❖ M.Sc. (computer science) from MD university Rohtak in 2003 with first div.
- ❖ B.Sc. (Biology, Hindi &English) from MDS university Ajmer in 2001 with first div.
- ❖ 12th board from MDS university Ajmer in 1998 with first div.(Biology, Hindi &English)
- ❖ 10th board from MDS university Ajmer in 1996 with first div.(Hindi,English,Maths,Science,Social Study &Sanskrit)

Languages and Certifications:

- English and Hindi
- CBSE Trainings.

Software Skills:

- Proficient in Microsoft Office applications.
- Expert with Google drive
- Microsoft Teams
- Google classroom
- Zoom
- Quizzes

Hobbies and Interest:

- Listening Music
- Painting
- Cooking

