

CURRICULUM VITAE

Mrs. Nupur Mamtani Saraswat

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➤ CAREER OBJECTIVE

Highly organized and passionate educator seeking a position as a Teacher, an Academic Coordinator and a Primary Coordinator, to create a positive and engaging learning environment that fosters students' intellectual and personal development. Looking for an academic institution where I can utilize my strong administrative and interpersonal skills to support and enhance the academic experience for students and faculty.

➤ ACADEMIC CREDENTIALS

S.no.	Qualification	Institution	Board/ University	Subjects	%	Year
1.	Master of Arts- Education (MAEDU)	IGNOU	IGNOU	Education	--	Pursuing
2.	Central Teacher Eligibility Test (CTET Paper -1)	CBSE	CBSE	All	68.67%	2022
3.	Delf A1 level of French Language	Alliance Francaise, Indore	Alliance Francaise	French	74%	2020
4.	Bachelor of Education (B.ED)	S.D.P.S. Women's College, Indore	S.N.D.T. University, Maharashtra	Commerce	70%	2017
5.	Master of Commerce (M.Com)	M.K.H.S. Gujarati Girls College, Indore	D.A.V.V. University	Commerce	57%	2016
6.	Early Childhood Care, Education and Administration Training (E.C.C.Ed. & A.)	Podar International School, Indore	Podar Institute Of Education	All	73%	2014
7.	Bachelor of Commerce (B.Com)	M.K.H.S. Gujarati Girls College, Indore	D.A.V.V. University	Commerce	62%	2014
8.	Higher Secondary (XII)	I.L.V.A. Higher Secondary School, Indore	C.B.S.E Board	Commerce	68%	2011
9.	High School (X)	I.L.V.A. Higher Secondary School, Indore	C.B.S.E Board	All	59%	2009

➤ OTHER QUALIFICATIONS – ONLINE SHORT TERM COURSES

1. Counselling Children and Adolescents Accredited Certificate online course (UDEMY).
2. Stress and Anxiety Management Psychology Accredited Certificate online course (UDEMY).
3. ICSE Pedagogy of Environmental Studies (NCERT)
4. CBSE Art Integrated Learning.
5. CBSE Integrating Gender in the Teaching Learning Process.
6. CBSE Integration of ICT in Teaching, Learning and Assessment.
7. Child Psychology Certificate (Advanced level) Accredited online course (UDEMY).
8. Square Tales Teacher Training Program.

➤ **COMPUTER KNOWLEDGE**

1. Basic Computer Knowledge.
2. Proficient in Microsoft Word, PowerPoint.
3. Proficient with Modern Classroom Technology.

➤ **EXPERIENCE SYNOPSIS**

(11 years experience in the field of Education.)

1.	FOOTPRINTS PRE-SCHOOL AND DAY CARE, HARALUR	CENTRE DIRECTRESS	2023
<u>(JOB RESPONSIBILITIES)</u> • Managed staff and oversee daily operations. • Inspection of the Centre on a daily basis and ensuring that the entire facility including classrooms, washrooms, play areas, and the kitchen are clean, safe and properly stocked with necessary supplies. • Parent Orientation session. • Checking of the Child observation reports (COR) prepared by the teachers. • Reviewing of the planned curriculum and activities, special events etc. • Preparing and maintaining attendance, activity, planning, personnel reports, centre records and files. • Recruitment and training of the new and existing employees.			
2.	LNCT WORLD SCHOOL, BHOPAL	PRIMARY & ACADEMIC COORDINATOR	2022 -23
<u>(JOB RESPONSIBILITIES)</u> • Supervised team of 15-18 staff members. • Monitor student progress and provide intervention strategies for at-risk students. • Plan and organize academic events, such as Workshops, Seminars, and Orientation sessions and Non - academic events, such as Summer Camp, Field Trips, Special Assembly, Annual Sports Meet, State and National Level CBSE Sports Cluster Events. • Serve as a liaison between students, faculty, and administration, fostering effective communication and collaboration. • Conduct regular evaluations of academic programs and services, making recommendations for improvement. • Preparation and distribution of academic materials, such as course syllabi, study guides, examination papers, time-table, activities and events planner, monthly planner, yearly syllabus breakup. • Responded to inquiries from students, faculty, and staff regarding academic policies and procedures. • Guiding team members for weekly tests and activities. • Reviewing teacher's weekly planners. • Re - correction of students' books and notebooks on weekly basis. • Taking demos and interview of the new candidates as well as existing staff members as a practice session. • Preparation of school magazine and school handbook along with the team members. • Taught computer subject in the classes I and II. • Designed and implemented classroom activities that promoted critical thinking and problem-solving skills. • Conducted regular staff meetings to provide guidance to staff members and support and to ensure effective communication and coordination among teachers and assistants. • Conducted regular classroom observations and provided constructive feedback to enhance teaching practices. • Collaborated with the school principal and staff to identify and address student academic needs, challenges and to maintain a positive school culture and environment conducive to learning. • Optimized classroom transitions while encouraging and reinforcing student instruction and liaising with administration department leaders. • Recruited and hired staff members to help implement program initiatives.			

3.	EMERALD HEIGHTS INTERNATIONAL SCHOOL, INDORE	PRT EVS TEACHER	2019 - 21
4.	ADVANCED ACADEMY, INDORE	MOTHER TEACHER	2016 - 19
5.	RYAN INTERNATIONAL SCHOOL, INDORE	MOTHER TEACHER	2015 - 16
6.	QUEENS'S COLLEGE, INDORE	MOTHER TEACHER	2014 - 15
7.	PODAR JUMBO KIDS, INDORE	PPRT TEACHER	2012 - 14

(JOB RESPONSIBILITIES)

- Graded and evaluated student assignments, papers, and course work.
- Created and developed lesson plans to meet students' academic needs.
- Designed detailed learning plans for struggling students based on test, homework and assignment records.
- Shifted between formal and informal methods of teaching to keep students engaged.
- Supported student physical, mental, and social development using classroom games and activities.
- Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Incorporated multiple types of teaching strategies into classroom.
- Worked as a Subject In-Charge (Class I and II), House In-Charge, Assembly In-Charge.
- Assisted the Coordinators and In-Charges in counter checking of books and notebooks, exam paper and monitoring remedial classes..
- Successfully conducted programs in Annual Functions and Special assembly (like Skit & Dance).
- Organized and supervised various activities, such as Field trips, Parent-teacher Conferences, Seminars, Annual Sports Meet and Special events.
- Re - correction of students' books and notebooks on a regular basis.
- Designed and implemented classroom activities that promoted critical thinking and problem-solving skills.
- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- Participated in parent teacher conference to discuss developments of students and increase support.
- Created lessons and online testing materials to facilitate remote learning.
- Invigilation in CTET, NEET & RAILWAY examination.

8.	• BACHPAN - A PLAY SCHOOL • APOLLO KIDS • PRECIOUS KIDS	ACTIVITY TEACHER IN SUMMER CAMP	2010 - 12
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➤ **ACCOMPLISHMENTS**

AWARD

- Won “DEVARTH AWARD for ECO-AMBASSADOR (for EVS) and ANALYTICAL GENIUS (for MATH)” award at ADVANCED ACADEMY in 2020.
- Won “Queen of the Cubicle” award at LNCT WORLD SCHOOL, BHOPAL in 2022.

CERTIFICATES

S.no.	Achievements	Year
1.	Certificate for participating in SHIKSHA SANKALP for life long learning	2023
2.	Certificate of Participation for participating in PARIKSHA PE CHARCHA	2023
3.	Certificate of Participation for participating in the webinar on UNDERSTANDING ASSESSMENTS FOR PRE – PRIMARY & PRIMARY AS PER NEP 2020	2022
4.	Certificate of Completing training on UNDERSTANDING CHILD SEXUAL ABUSE AND PERSONAL SAFETY EDUCATION	2022
5.	Certificate of Participation for participating in INTERNATIONAL TEACHERS' OLYMPIAD	2022
6.	Certificate of Participation in MASTER MIND QUIZ CONTEST – MONUMENTS OF INDIA	2022

7.	Certificate of Appreciation for pinning a Flag in HAR GHAR TIRANGA	2022
8.	Certificate of Participation for attending workshop on IMPLEMENTATION OF NEP, 2020	2022
9.	Certificate of Participation for attending webinar on ACCOUNTANCY TEACHERS	2022
10.	Certificate of Appreciation for participating in AZADI KA AMRIT MAHOTSAV	2022
11.	Certificate of Participation for completing the HAR GHAR TIRANGA QUIZ	2022
12.	Certificate of Participation for participating in CREATIVE AND CRITICAL THINKING	2022
13.	Certificate of Participation for active participation in the workshop on CLASSROOM MANAGEMENT AND STRATEGIES	2022
14.	Certificate of Participation for attending online webinar BY SAHODAYA GROUP OF CBSE on INSTRUCTION DESIGN	2022
15.	E-Certificate for attending CBSE session- CONTENT MANAGEMENT IN CLASS- TIME MANAGEMENT.	2020
16.	E-Certificate for attending CBSE session- TEACHING STRATEGIES / METHODOLOGIES IN ENGLISH (WRITING) (XI-XII).	2020
17.	E-Certificate for attending CBSE session- STRATEGIES FOR HAPPY CLASSROOM.	2020
18.	E-Certificate for attending CBSE session- DIGITAL LEARNING AND MANAGEMENT.	2020
19.	E-Certificate for attending CBSE session- WEAVING LIFE SKILLS INTO SCHOOL CURRICULUM.	2020
20.	Certificate of Completion for attending webinar on CAREER COUNSELLING.	2020
21.	Certificate of Participation for attending the Leadership Conversation Webinar on INCLUSION MATTERS.	2020
22.	Certificate of Appreciation for participating in Online Quiz on ENGLISH DISCRETE-POINT TEST.	2020
23.	Certificate for participating in Online Quiz on NEW EDUCATION POLICY – 2020.	2020
24.	Certificate of Participation for participating in Online Quiz on SOCIAL TRIVIA.	2020
25.	Certificate for participating in Online Quiz on READING INSPIRATION DAY QUIZ 2020.	2020
26.	Certificate of Excellence for participating in Online Quiz on NATIONAL TEACHER’S DAY.	2020
27.	Certificate of Appreciation for participating in Online Quiz on PRECAUTIONS DURING ONLINE STUDY.	2020
28.	Certificate of Appreciation for participating in Online Quiz on COVID-19 AWARENESS.	2020
29.	E-Certificate of Participation in National E-Quiz on COVID-19 PANDEMIC AWARENESS AND TREE PLANTATION-2020.	2020
30.	Certificate of Achievement for participating in Online Quiz on Indian Independence titled SUNDAY IQ.	2020
31.	Certificate of Participation for participating in ONLINE COMPUTER SCIENCE AND IT QUIZ COMPETITION	
32.	Certificate of Participation for participating in SPIT- FREE INDIA MOVEMENT.	2020
33.	E-Certificate for attending National Level Webinar on GENDER SENSITIZATION AND ISSUES OF DOMESTIC VOILENCE DURING THE COVID-19 PANDEMIC.	2020
34.	Certificate for participating in Online Quiz on INDEPENDENCE DAY 2020	2020
35.	Certificate for attending International Webinar on SKILLING, RE- SKILLING AND UP-SKILLING TO MATCH THE CHANGING GLOBAL SCENARIO.	2020
36.	Certificate of Appreciation for National Level Webinar on OPEN RESOURCE TOOLS FOR DIGITAL TEACHING.	2020
37.	E-Certificate for attending Webinar on HANDS - ON SCIENCE FOR PRIMARY SCHOOL.	2020
38.	Certificate of Participation for attending International Psychology Webinar on THE ROLE OF BRAIN IN PSYCHOLOGICAL TRAUMA.	2020
39.	Certificate of Participation for participating in Online Quiz on COVID-19.	2020
40.	Certificate of Participation for participating in Online Quiz on COVID-19, WORLD ENVIRONMENT DAY AND YOGA DAY.	2020

41.	Certificate of Participation for participating in Online Quiz on INDIAN CULTURE.	2020
42.	Certificate of Participation for participating in Online Quiz on MENTAL HEALTH AWARENESS.	2020
43.	Certificate of Appreciation for participating in NATIONAL LEVEL ONLINE COMMERCE QUIZ.	2020
44.	Certificate of Participation for attending Webinar on DEPRESSION- THE CASE IS DISMISSED: FACE IT AND FIGHT IT.	2020
45.	Certificate of Appreciation for participating as a Delegate in IMUN ONLINE CONFERENCE 14.0.	2020
46.	Certificate of Appreciation for participating in COVID-19 AWARENESS QUIZ 2020.	2020
47.	E-Certificate for ONLINE ESSAY WRITING COMPETITION.	2020
48.	Certificate of Attendance for attending Webinar on MITIGATING CRISIS AND SUSTAINING SCHOOL EDUCATION: POST COVID CHALLENGES AND PROSPECTS.	2020
49.	Certificate of Participation for attending Webinar on IMMUNITY AND HOMEOPATHY.	2020
50.	Certificate of Achievement for attending Workshop on IDEOLOGY OF LOVE RELATIONSHIP.	2020
51.	Certificate of Participation for participating in Online Quiz on COVID-19 AWARENESS QUIZ.	2020
52.	Certificate of Attendance for attending Webinar on HOW TO USE DIGITAL PRIMARY RESOURCE, FOR DISTANCE LEARNING.	2020
53.	Certificate of Completion for attending Workshop on EARLY CHILDHOOD EDUCATION AND COVID RAMIFICATIONS.	2020
54.	Certificate of Attendance for attending Webinar on CREATIVE WRITING.	2020
55.	Certificate of Attendance for attending Webinar on LITERACY, SYNTHETIC PHONICS AND INTERNATIONAL CURRICULA.	2020
56.	Certificate of Participation for attending Workshop on EMOTION FOCUSED THERAPY.	2020
57.	Certificate of Participation for attending Webinar on HEALTHCARE AVENUES: POST COVID-19.	2020
58.	Certificate of Attendance for attending Webinar on POST COVID-19 CAREER PROSPECTS FOR RURAL MANAGEMENT / DEVELOPMENT PROFESSIONALS.	2020
59.	Certificate of Attendance for attending Webinar on IMPACT OF PANDEMIC ON ENTREPRENEURSHIP IN INDIA.	2020
60.	Certificate of Attendance for attending Webinar on GETTING JOB READY FOR POST COVID ERA.	2020
61.	Certificate of Attendance for attending Webinar on ROLE OF YOUNG ENTREPRENEURS IN BUILDING ECONOMY POST COVID-19.	2020
62.	Certificate of Attendance for attending Webinar on CARING FOR WOMEN AND CHILDREN : POST COVID-19 CAREER PROSPECTS PROFESSIONAL PATHWAYS.	2020
63.	Certificate of Attendance for attending Webinar on SECTORAL IMPLICATIONS OF COVID-19 ON INDIAN ECONOMY.	2020
64.	Star Of The Day Certificate for EXTRAORDINARY EDITING SKILLS.	2020
65.	Certificate for attending workshop organised by Early Childhood Association (ECA) – INDORE EDUFEST 2020.	2020
66.	Certificate for ECO-AMBASSADOR (FOR EVS) and ANALYTICAL GENIUS (for MATH).	2020
67.	Certificate of Recognition for contributing towards CAMPAIGN ACTIVE INDIA (ZUMBA).	2019
68.	Certificate of Participation for attending workshop conducted BY NIRMAL BHATNAGAR (DREAMS ACHIEVERS).	2019
69.	Cheque of Love for being PRO-ACTIVE.	2018
70.	Cheque of Love for being a PRO-ACTIVE MENTOR.	2018

71.	WOW Card for MOTIVATING STUDENTS ALWAYS.	2017
72.	WOW Card for Actively participating in TEACHER'S DAY CELEBRATION.	2017
73.	WOW Card for being PRO-ACTIVE.	2016
74.	WOW Card for ALWAYS SUPPORTING THE SYSTEM OF THE SCHOOL.	2016
75.	WOW Card for WRITING LESSON PLAN SYSTEMATICALLY.	2016
76.	Certificate of Appreciation for 100% ATTENDANCE.	2008
77.	Best Student Award Certificate of Merit in 14 th UNIQUE TALENT SEARCH EXAMINATION.	2008
78.	Appreciation Certificate in MATHS CONTEST.	2002
79.	Certificate of Participation in GROUP DANCE.	2001

➤ **SKILLS**

1. Problem - solving and conflict resolution skills.
2. Collaborative and team - oriented mindset.
3. Multitasking Abilities, Strong leadership and management abilities.
4. Excellent communication and interpersonal skills to collaborate effectively with parents, teachers, and staff.
5. Knowledge of Interactive Online & Offline Teaching and Learning Methods.
6. Confident, Quick learner, Tech-savvy, Flexible and Adaptable.
7. Capable to create and implement developmentally appropriate curriculum and lesson plans.
8. Proficient in creating a positive and inclusive classroom environment.

➤ **PERSONAL PROFILE**

- **Husband's Name** - Mr. Mayank Saraswat
- **Date of birth** - 29th July 1993
- **Languages known** - English, Hindi, Sindhi and French (Basics)
- **Nationality** - Indian
- **Marital Status** - Married
- **Hobbies** - Listening music, reading books, travelling, dancing

➤ **DECLARATION**

I hereby declare that all the information furnished above are true to best of my knowledge and belief.

Thanking You,

Yours Sincerely

Place - Bangalore

Date - / /

Mrs. Nupur Mamtani Saraswat