

MANU DEVASIA



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📍 Gunjur, Bangalore, Karnataka

PERSONAL DETAILS

Date of Birth : 13/05/1994

Marital Status : Married

Nationality : Indian

Current CTC : 608000

OBJECTIVE

To leverage my extensive experience in education administration and leadership skills as a CAIE Coordinator, fostering a positive and enriching academic environment while contributing to the overall growth and success of the institution.

EXPERIENCE

IGCSE English Teacher

2022 - 2024

Global Indian International School, Whitefield

CAIE English Teacher

- Plan, organize, and provide instruction in English that are aligned with Cambridge curriculum and school standards to meet the varied learning styles, abilities, and needs of students.

Exam Cell Incharge

- Developing examination timetables, collaborating with teachers on question paper creation, organizing exam locations, supervising the distribution and collection of papers, ensuring vigilant invigilation, and maintaining a fair and seamless examination process across the school.

CCA Club Incharge

- Coordinating club events, encouraging student participation, and fostering a positive learning environment through diverse co-curricular experiences.

CEQP Teacher for B2

- Instructing students at an intermediate language proficiency level. Their role involves developing lesson plans that focus on enhancing listening, speaking, reading, and writing skills in English and preparing them for Cambridge English Assessment Qualification Program Examination.

IGCSE English Teacher

Ministry of Education, Maldives

IGCSE English Teacher

- Designing and delivering curriculum-based lessons, preparing student examinations, assessing and grading student work, providing constructive feedback, fostering language skills in reading, writing, listening, and speaking, developing teaching methods to accommodate different learning styles, and creating a positive and supportive learning environment.

Bridging Program Incharge

- Developing and implementing curriculum for adult learners, assessing proficiency, creating engaging and relevant lesson plans, providing feedback, organizing and overseeing class activities, adapting teaching methods to different learning styles, fostering a positive and inclusive learning environment for adult students in their language acquisition journey.
- Coordinate with instructors, evaluate program effectiveness, and manage administrative aspects related to the adult English classes.

CBSE English Teacher, HOD

Ridge School, Kurnool

HOD, English Teacher

- Overseeing and supporting English teachers, managing resources, creating a positive learning environment.
- Conducting assessments, providing timely feedback, managing classroom, integrating technology, and fostering a positive learning environment.



EDUCATION

CIDTL (Cambridge International Diploma in Teaching and Learning)

Cambridge University

In progress

MA English

SANGAI International University

84%

BEd in English

TNTEU, Tamilnadu

80%

BA English

MG University, Kerala

76%



REFERENCE

Ms. Usha PG - Global Indian International School, Whitefield

CAIE Coordinator

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