



LEKHA SINHA

Tutor & Mentor

Experienced Social Sciences Teacher with a passion for history and helping students develop a global perspective. Able to bring real-world context to lessons. Adept at creating innovative lesson plans and activities. Experienced in developing interactive lessons. Committed to foster an environment of collaboration and respect.

Contact



+91-9900052649



lekha.khanna@gmail.com



Mantri Flora, Sarjapura Road,
Bengaluru - 560102

Education

- **Master of Education [M.Ed.]**
Bangalore University
2015
- **Master of Arts [M.A.]**
History, IGNOU - **Pursuing**
2020
- **Master of Arts [M.A.]**
Education, Kolkata University
2011
- **P.G Diploma**
Educational Management &
Administration, IGNOU
2020
- **Bachelor of Education [B.Ed.]**
Bangalore University
2012
- **Bachelor of Arts [B.A.]**
Education, Kolkata University
2008

Experience



Head of Department - Social Sciences

**Asia Pacific World School,
Bangalore**

Jan 2022 - Till Date

- Managing a team of 8 teachers
- Creating lesson plans and conducting a periodic review to check the progress
- Teacher observations and sending regular reports to management
- Planning subject enrichment activity for all the classes



Social Science Teacher (CBSE Grade 9-10, CAIE Grade 6-8)

**Asia Pacific World School,
Bangalore**

Jan 2020 - Till Date

Class Teacher - 10th Grade

- Provided comprehensive classroom instruction on global and national issues.
- Developed and implemented lesson plans incorporating curriculum requirements.
- Initiated stimulating classroom discussions and encouraged participation.
- Taught courses in history, civics, economics, and geography.
- Managed student behaviour by taking appropriate disciplinary steps. Developed creative incentives to keep class engaged and on track



Mentorship - Asia Pacific World School

- Counselling and mentoring a group of 15 students
- Establishing regular two way communication with the students
- Objective is to assess any signs of stress, anxiety & depression and provide moral support to the students

Technical Skills

MS office, Windows	● ● ●
Diploma from Brainware Academy	
Illustrator	● ○ ○
Photoshop	● ● ○
Outlook	● ● ●
Tally	● ● ●
Nero	● ● ●

Language

English	Hindi	Bengali

Personal Details

-  DoB - 9th Jan, 1987
-  Marital Status - Married
-  Mantri Flora, Sarjapura Road, Bengaluru - 560102

Experience

● CBSE Evaluator - Grade 10, Social Studies

- Relevant experience of evaluating board exam answer sheets

● Social Science Teacher (Grade 5,6,7)

Indo Kids International School, Kolkata **Apr 2017 - Mar 2019**

- Created a positive and a supportive learning environment in the classroom.
- Guided the learning process to achieve curriculum goals.
- Determined interventions by monitoring continuous student progress.
- Fulfilled responsibilities as defined and directed by the management.
- Established healthy relationships with management, teachers, staff, parents/guardians and the community members.
- Utilized appropriate technology to communicate the progress of students.

● Main Teacher, (Grade 1)

VIBGYOR High School, Electronic City, Bangalore **Feb 2013 - Nov 2013**

- Maintain excellent classroom management skills and an ability to keep students on task.
- Prepared and implemented remedial programs for students requiring extra help.
- Planning & delivering well-structured lessons which engage & motivate students.
- Supporting the school in delivering the curriculum effectively.
- Organizing and supporting a range of extra-curricular activities.
- Maintaining up-to-date classroom displays.

● Office coordinator & administrator

Skill Dye Chem (P) Ltd. Kolkata **Jan 2009 - Jan 2012**

- Coordinate and maintain an efficient office operation and perform responsible administrative duties
- Ensure accurate maintenance of office records, manuals and documents.
- Coordinate with production department, purchase materials, services and equipment at the request of the project personnel, generate purchase orders and enter data into accounting system like Tally
- Performing Sale and Purchase activities related to excise, vat, CST, sale on transit

Reference

Tanuja Misra
Principal, Wisdom High
School
+91 9901457045

Konkona Biswas
PGT Economics, Candor
International School
+91 8092777313