



Name - UPASANA DEKA.

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Objective:

Dedicated and experienced pre-primary coordinator seeking a position in a school to utilize my skills in promoting academic excellence and providing strong leadership to support students, teachers, and parents.

Education:

- Master of Arts in Education.
- Bachelor of Education.
- Advance diploma in Montessori Teacher Training.
- Perusing MBA in Human Resource management.
- Diploma in Computer Application.

Professional Experience:

1. Pre-primary coordinator and PRT – Vahe Global Academy. (2023-2024)

- . Developed daily scheduled for teachers and parents.
- . Trained and supervised all preschool staff.
- . Maintained accurate training records for staff.
- . Responsible for staffing the child watch, prime time, Adventure center programs, Birthday parties, Preschool classes, enhancements and summer camp.
- . Assisted external monitors as needed.

2. Pre-primary Educator- The Cambridge International School. (2022-2023)

- . Gave one to one attention to children while maintaining overall focus on entire group.
- . Organized and facilitated monthly parent support group meetings.
- . Worked cooperatively with other teachers, parents to help students reach learning objectives.

3. Pre- primary Coordinator cum teacher – Narayana Education Society. (2019-2021)

- Managed daily operations of the school, including budgeting, staff supervision, and student Discipline.
- Collaborated with teachers and parents to create a positive and enriching learning Environment.
- Implemented policies and procedures to ensure compliance with educational standards.

4. Primary Teacher – Down Town Public School, Guwahati, Assam. (2016-2019)

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Supervised learning groups of students in classroom stations.
- Graded and evaluated student assignments, papers and course book.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.

5. Pre-primary Educator- Discovery kids Montessori pre-school, Guwahati Assam. (2014-2016)

- Gave one to one attention to children while maintaining overall focus on entire group.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Organized and facilitated monthly parent support group meetings.
- Applied play-based strategies to provide diverse approaches to learning.

6. Coordinator cum Admission Counsellor – ETGR Education Society. (2012– 2014)

- Assisted in overseeing administrative tasks, such as scheduling, enrolment, and student evaluations.
- Facilitated professional development workshops for teachers to enhance teaching strategies and classroom management.
- Conducted regular meetings with staff to address concerns and enhance communication.

Skills:

- Strong leadership and communication skills
- Excellent organizational and time management abilities
- Proficient in educational software and technology.
- Ability to collaborate effectively with diverse stakeholders.

Hobbies:

- Cooking.
- Traveling.
- Art & craft.

Personal details –

- Gender : Female.
- Nationality : Indian.
- Marital Status: Married.
- Religion : Hindu

Declaration:

I hereby declare that all the above information is true to the best of my knowledge.

Place: Bengaluru

Signature:

Date :