

Curriculum Vitae

Name Nazia Karim
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Personal Information
Date of Birth 24.09.1989
Nationality Indian

LANGUAGES KNOWN

English, Hindi and Bengali

WORK EXPERIENCE AND QUICK FACTS

- December, 2015- October, 2022- M.P.Birla Foundation Higher Secondary School, Kolkata, India
- 2018- 2022 - ICSE English Language Examiner
- January 2015- December 2015- Nava Nalanda Higher Secondary School, Kolkata, India
- September 2014- January 2015- Ramakrishna Mission School of Languages, Kolkata, India

EDUCATIONAL HIGHLIGHTS

- Post Graduate Diploma in Human Resource Management from Narsee Monjee Institute of Management in the year 2020.
- B. Ed from Loreto College under Calcutta University in the year 2014.
- Master of Arts in English from University of Calcutta (Main Campus) in the year 2012.
- Bachelor of Arts (Honours) in English from Rani Birla Girls' College under University of Calcutta in the year 2010.
- Passed Higher Secondary Examination from St. John's Diocesan Higher Secondary School under West Bengal Council of Higher Secondary Education in the year 2007.
- Passed Secondary Examination (Madhyamik) from Bidya Bharati Girls' Higher Secondary School under West Bengal Board of Secondary Education in the year 2005.

PROFESSIONAL SUMMARY AND SKILLS

- Committed, charismatic, empathetic, and passionate teacher with 8 years of experience successfully providing educational guidance and instructions to various levels of learners promoting academic, social and psychological growth.
- Skilled at communicating complex information in a simple, engaging manner.
- Capable of solving problems and conflicts in a professional manner and contributing to the organization as a team player.
- Creating effective lesson plans, teaching methods and aids.
- Designing constructive curriculum.
- Tracking behaviour goals and management.
- Developing a positive learning environment.
- Identifying and analysing areas of concern for specific students by being an active listener and providing additional support when needed.
- Efficiently mentoring slow learners.
- Multi-tasking and efficiently managing time to handle multiple tasks and responsibilities.
- Assessing students' performance and maintaining accurate record of their progress.
- Conducting productive Parent -Teacher Interactive Sessions.

OBJECTIVE

To work with an organization where I can continuously learn in the pursuit of achieving functional excellence and get an opportunity to utilize my skills contributing to the growth of the institution utilizing my dedication to foster quality education among children. To develop and promote cognitive skills and creativity increasing the performance of students.

PROJECTS AND JOB EXPERIENCE

I) ENGLISH LANGUAGE AND LITERATURE TEACHER

1. Worked as an **English Teacher in M.P. BIRLA FOUNDATION HIGHER SECONDARY SCHOOL** (ICSE Board), Kolkata, West Bengal, India (2nd December 2015- 28th October 2022)- Classes 6-10

- Class Teacher of Class 9 since April, 2016
- Mentor Teacher since 2016
- ICSE English Language Examiner (2018-2022)

2. Worked as an **English Teacher in NAVA NALANDA HIGHER SECONDARY SCHOOL**

(West Bengal Board), Kolkata, West Bengal, India. (19th January 2015- 1st December 2015)- Classes 8-12

3. Completed practice teaching (Internship during B.Ed) at **ST. PAULS BOARDING DAY SCHOOL (ICSE Board)**

Roles and Responsibilities:

- Working as a Class Teacher of a senior class and successfully managing and guiding students.
- Preparing and motivating students for both academic and co-curricular activities.
- Promoting interactive learning sessions in classrooms.
- Designing, evaluating, and revising Lesson Plans and course content to facilitate learning.
- Proficiently using Smart-board technologies-Audio-visual aids for enhanced understanding among students.
- Creating educational content like notes, summaries, assignments etc.
- Assessing and recording students' progress, providing grades and feedback, and preparing report cards.
- Collaborating with administrative heads, subject-coordinators, other subject teachers, parents, school counsellor and other stake holders and conduct meetings at regular intervals.
- Conducting effective Parent-Teacher Interactive Sessions to provide feedback and progress of the students.
- Helping, supporting, and encouraging children with learning difficulties as a Mentor Teacher.
- Motivating and guiding children for various Inter-School and Inter-House Competitions.
- Accompanying children in various workshops, programs, educational tours and competitions.
- Evolving and enriching professional skills and knowledge by attending various seminars and workshops.
- Efficiently conducted virtual classes with the help of platforms like Zoom and Google Meet.

II) LANGUAGE INSTRUCTOR

Worked as an English Language instructor in **RAMAKRISHNA MISSION SCHOOL OF LANGUAGES**, Kolkata, West Bengal, India. (1st September 2014 - 31st January 2015)

Roles and Responsibilities:

- Providing both oral and written instructions to students.

- Preparing creative and engaging lesson plans to enhance easy comprehension.
- Planning innovative classroom activities.
- Using audio/visual means to facilitate learning.
- Helping students improve their listening, speaking, reading, and writing skills in individual and group sessions.
- Training students of various levels according to their needs.
- Assessing and evaluating students' work and providing feedback.

CERTIFICATION

- DIKSHA (Digital infrastructure for Knowledge Sharing) by NCERT under the Ministry of Education, Government of India certified Senior School Teacher.
- CTET qualified.
- West Bengal Teacher Eligibility Test qualified.

I do hereby declare that the above particulars are true to the best of my knowledge and belief.

Nazia Karim