

Amalorpava Mary M

125,7th cross Ramachandrapa layout

Kariyanapalya, St Thomas Town Post

Bangalore 560084.

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Career Objectives

To succeed in an environment of growth and excellence and earn a job which provides me a job satisfaction and self development and help me achieve personal as well as organizational goals.

Personal Skills

- As a teacher I have high level of Patience, Adaptability, Collaboration, Communication and Self Awareness.
- To give professional advice to Parents.
- Being open in expressing wishes.

To be able to work in team and ensure and monitor the progress.

Present Profile

Organization: Worked in SRI SRI RAVI SHANKAR VIDYA MANDIR BANGALORE EAST

Designation: Classes handled LKG/ UKG for all subjects

Duration: May 27th 2019 till June 7th 2024

Roles and responsibilities

- Designed and implemented age-appropriate lesson plans that encourage cognitive, social, and emotional development
- Used play-based learning techniques to engage young learners and foster a love for learning
- Maintained open communication with parents through regular updates and parent-teacher conferences
- Provided individual and group instruction to support student learning
- Conducted assessments to monitor student progress and development
- Received certificate for best board decoration
- Being appreciated for best teaching.
- Attended various CBSE workshops ,managing the day to day activities of the class and

maintaining various documents related to their attendance and academic performance.

- Rubrics, Child's observation, Mentoring, child's personal details, Annual planner, Lesson plan, Daywise planner, anecdotal record, monthly report,
- Preparing the children for annual day with dance practice, song selection, costume selection, anchoring during graduation for UKG students.
- Organized for Akshara Arambh celebration with anchoring.
- Arranged for Pre primary first day celebration, colour day celebration and various celebrations.
- Making attractive and informative teaching aids theme based charts and displaying on the soft boards as well as flash cards.
- Maintaining discipline.
- Maintaining safety of the children.
- Using appropriate language in and out of the classroom.
- Having patience and self-control when dealing with young children and their parents.
- Greatly enjoy working with children.
- Able to quickly fit into an established school and work as part of an existing team.
- Giving lot of opportunity to showcase their talent and speak about themselves.
- Observing and Identifying the talents in children and documenting the remarks.
- Have creative bent of mind which helps in delivering lessons through activity based learning.
- Have a caring attitude to attend to children's needs and concerns in time.
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Skills

- Early childhood education
- Classroom management
- Child development
- Differentiated instruction
- Parent communication
- Creative lesson planning
- Adaptability and Flexibility

Previous Profile

Organization: Worked in Arafah International School.

Designation. Class teacher for UKG handling all the subjects.

Duration. : April 2018 till December 2018

Roles and responsibilities

- Have creative bent of mind which helps in delivering lessons through activity based learning.
- Have a caring attitude to attend to children's needs and concerns in time.
- Trained in , Primary Maths and English.

- Giving lot of opportunity to showcase their talent and speak about themselves.
- Observing and Identifying the talents in children and documenting the remarks.
- Managing the day to day activities of the class and maintaining documents related to their attendance and academic performance.
- Making attractive and informative teaching aids theme based charts and displaying on the soft boards.
- Maintaining discipline.
- Maintaining safety of the children.
- Using appropriate language in and out of the classroom.
- Having patience and self-control when dealing with young children and their parents.
- Greatly enjoy working with children.
- Able to quickly fit into an established school and work as part of an existing team.

Previous profile

Organization. Worked in CHRYSALIS HIGH Varthur.

Designation. Class teacher for grade 1,handling English and Math.

Duration. May 2016 till April 2018.

Roles and responsibilities

- Have creative bent of mind which helps in delivering lessons through activity based learning.
- Have a caring attitude to attend to children's needs and concerns in time.
- Trained in , Primary Maths and English.
- Giving lot of opportunity to showcase their talent and speak about themselves.
- Handling 30 kids in a class, during the class hour's teacher takes individual attention.
- Trained choir children for the school Annual concert.
- Observing and Identifying the talents in children and documenting the remarks.
- Creating Power point presentation for the Parent Teacher meet.
- To the day to day activities of the class and maintaining documents related to their attendance and academic performance.
- Making attractive and informative teaching aids theme based charts and displaying on the soft boards.
- Maintaining discipline.
- Maintaining safety of the children.
- Tidying up the classroom at the end of a lesson.
- Motivating and stimulating children's learning abilities.
- Building relationships with parents.
- Ensuring the health, safety and wellbeing of the children.
- Using appropriate language in and out of the classroom.
- Having patience and self-control when dealing with young children and their parents.

- Greatly enjoy working with children.
- Able to quickly fit into an established school and work as part of an existing team.
- PUPA(Prior Understanding Pupils Attributes): Parents briefs every little detail of the child.
- Observing and identifying the child based on PUPA, maintaining a record for the year.(ANECDOTES)
- Sharing each Pupils Attributes to the new teachers.

Previous Profile

Organization: Euro School (Whitefield) Designation: Support Teacher (Teaching for the special need children)

Duration: January 2014 till 2016 April

Roles and responsibilities

- Differentiate activities and goals to meet each student's individual needs and abilities
- Write and administer tests and evaluations adapted to the abilities of each student
- Improvement on reading and math exams
- Engage in regular dialogue with parents, administrators, and various service providers to ensure student success inside and outside the classroom

Previous Company

1. Organization : M/s. Celstream Technologies Ltd
Designation: Front Office Executive
Duration: August 2006 till March 2010
2. Organization : M/s. Monsanto
Designation: Front Office Executive
Duration: April 2010 Till July 2010

Roles and Activities

. Functioning of EPABX BOARD AND COMMUNICATION FACILITIES.

1. Handling EPABX board (receiving and transferring all incoming/outgoing calls)
2. Accepting messages over phone from customers/other parties and passing to the
3. Concerned through email within a stipulated time.
4. Scrutinizing the telephone bills and identifying all official & personal calls and preparing a statement for recovery.

Educational Qualification: BA

Completed NTT: (Nursery Teacher Training)

Computer Awareness: Basics

Pursuing: B- ED 2nd year

Personal Details.

Name : AMALORPAVA MARY M
Husband Name : Edwin Paul
Date of Birth : 23rd MAY 1984
Sex : Female
Religion : Roman Catholic
Marital Status : Married
Languages Known : English, Kannada, Hindi and Tamil
Permanent address " Annai Illam" : # 125,7th cross Ramachandrappa Layout Kariyanpalaya,
Bangalore -560084.

I hereby declare that all the statements made herein above are true to the best of my knowledge.

Yours Faithfully

M.Amalorpava Mary