

Tanu Jain

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M-302 Ajnara Apartments, Chander Nagar, Ghaziabad, 201011

Executive Summary

- ❑ Associated with **Bharat National Public School as an English Teacher.**
- ❑ Also cultivated as a '**Computer Teacher**', '**Activity Co-Ordinator**' and '**Examination in-charge.**'
- ❑ Endowed with a passion for winning through demonstrated excellence in the academic & extracurricular areas.
- ❑ Abilities in handling multiple priorities and having a genuine interest in personal and professional development.
- ❑ Been proactive and focused as a professional.
- ❑ An enterprising individual with good interpersonal skills with strong analytical, comprehensive problem-solving abilities, excellent communication skills & a willingness to learn.

Scholastics

- ◆ MA English from Maharishi Dayanand University, Rohtak.
- ◆ CTET from CBSE.
- ◆ B Ed in English from Maharishi Dayanand University, Rohtak.
- ◆ Graduation from Delhi University.
- ◆ 12th from DAV Public School, Sreshtha Vihar, Delhi.
- ◆ 10th from Laxman Public School, Hauz Khas, New Delhi.

Skills

- ◆ Excellent communication and written skills.
- ◆ Highly skilled in using different course books and material for teaching English language.
- ◆ Good and deep knowledge of English i.e. Grammar and Literature.
- ◆ Ability to dramatize English stories effectively.
- ◆ Ability to work with children of different attitudes and skills.
- ◆ Excellent communication and ability to mix with children effortlessly.
- ◆ Ability to create an effective teaching method for the children.
- ◆ Highly skilled in using various tools to make the teaching interesting and effective i.e. books, music and games.

Job Profile

- ◆ As English Teacher for Primary and Middle School (from April 2009 till date)
- ◆ As Examination Head for Middle School (from April 2023 till date)
- ◆ As Activity Coordinator of the school (from April 2006 till March 2009)
- ◆ As Co- Examination In-Charge of the school (from April 2004 till March 2006)
- ◆ As a Computer Teacher for Std: IV – IX (from 1st July 2002 till March 2005)

Responsibilities

- ◆ The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature.
 - ◆ Arranging meetings with parents and discussing the development of the children.
 - ◆ Providing a stimulating learning environment in which students can develop to their full potential.
 - ◆ Preparing and implementing remedial programs for students requiring extra help.
 - ◆ Help to solve needs of students based on input from parents, students and teachers.
 - ◆ Providing counselling services to meet remedial needs of students.
 - ◆ Maintaining appropriate classroom procedures and behavior.
 - ◆ Evaluating the students' classwork and homework.
 - ◆ Preparing classroom and coursework materials, lesson plans, homework assignments and handouts.
 - ◆ Recording students' academic as well as other essential records.
 - ◆ Documenting all kinds of students' records w.r.t. ERP.
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Achievements and Key Roles

- ◆ School has bagged many prestigious awards at Inter school, Zonal, State as well as National levels.
 - ◆ Successful planning and execution of all In-house examinations.
 - ◆ Key organizer of all internal as well as external events of the school.
 - ◆ Plan and carry excursions both within Delhi and Out of station.
 - ◆ Bagged the prestigious 'Best Coordinator Award' in the year 2007 for dedication at work.
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Personal Dossier

Date of Birth	:	25 th May 1979
Permanent Address	:	M-302 Ajnara Apartments Chander-Nagar Ghaziabad – 201011
Languages	:	English & Hindi

I hereby declare that all information mentioned above is correct.

Regards
Tanu Jain
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