

## **Resume**

### **Garima Jain**

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HK ID: Permanent HKID- R861706(5) DOB: 13 Nov 1983

Marital Status: Married

### **Profile**

After working for years in the professional field of Human resource now looking to pursue my passion of teaching and spreading knowledge.

My learning over the years and command over the English language is absolutely my strength and confidence to opt for Teaching. I have been working as a supply teacher for English language to many primary and secondary schools. Even in the covid times I taught many kids voluntarily online and face to face.

My philosophy of teaching is to create an environment that allows for supervised exploration. I believe that the most significant learning occurs in situations that are both meaningful and realistic. Here is the teaching of language where every individual should have more acceptance about the new learning.

If the foundation of teaching is strong, we are definitely making better human beings and a better place to live.

It is important to let children also explore and allow them to share their views and understanding.

I have attempted to follow this philosophy throughout the various levels of teaching.

A well-developed teaching philosophy will provide a way to purposefully assess your teaching approach and enable you to articulate your teaching beliefs and values to your students, your peers.

I have been working as a supply for 2 years and have been following the same.

Few important things I have always put up while teaching are

To put their knowledge into action.

To sharpen their critical reasoning skills using English language as a main content.

To demonstrate their understanding and engage constructively with each other.

### Education Qualification

Degree / Class	University / Board	Year Percentage Institution
M.B.A (HR) MASTER DEGREE	Gujarat University INDIA	2006 62% PIET, Vadodara (GJ)
BSC Computers BACHELOR DEGREE	South Gujarat University INDIA	2004 65% SIET, Surat (GJ)
Higher Secondary	MP Board, INDIA	2001 68% SCVMM, Indore (MP)
High School	MP Board, INDIA	1999 78% SCVMM, Indore (MP)

**Supply English Teacher to many primary and secondary schools**

**Temporary class Teacher to many kindergarten and primary school for whole day**

**Working with many renown agencies of supply like Edu world , Academics of Hongkong, Synergy Education, English for Asia.**

### Work Experience

**Employer - Western Pacific Kindergarten (Nam Cheong)**

- Full time English Class Teacher.
- Conduct class of 22 students included few SEN children.
- English Artwork, story telling, Phonics lessons,
- Also involved in school trips and extra-curricular activities.
- Prepare resources and materials as required.
- Assist in the display of artwork and curricular activities prepared by kids.
- Maintain professional standards especially in dress, punctuality and attendance.
- Have positive and warm relationships with parents of different languages and cultures.
- Training and development regarding english language speaking and writing.

**All in Global Enterprise Limited, Hong Kong**

**Duration- Sep 2017 -2019**

**Role/ Responsibilities: English Executive for Corporate service**

- Daily In -out Documents, courier, Invoicing
- Processing payments through PPS & Cheque.
- All com sec work, including generating forms, processing and filing. \* Created and maintained filing systems. Generated Human Resources data reports. Created and typed office correspondence using computer, maintained confidentiality of proprietary information plus, prepared and reviewed written documents accurately and completely.
- Also handle company secretary functions like handling legal Documentation, filing BR, renewing contracts and other required data.
- All type of Employment Visa Application and procedures

**Kaizen Corporate Services Limited, Hong Kong Duration: May 2017- Aug 2017  
(Temp Contractual job)**

**Role/ Responsibilities: English Executive for Corporate service**

- General secretarial work like Renewing and Filing BR, AR, NNC1, NAR and other related documents related to company registry and incorporation for HK company as well as offshores.
- Preparation of company kit and handover to client, Maintenance, Renewing and Filing all the required documents and forms timely.
- All types of Employment Visa Application and procedures.
- Documentation, Filing and Emailing, Post and services.
- As an **Administrative Assistant**, was also involved with operations work and Day-to-Day activities and Ad Hoc duties in any department.

**Encore Electronic Engineering Limited, Hong**

**Kong Duration: Aug 2010- April 2015**

**Role/Responsibilities: HR Officer**

- Significant experience of HR tools/software, designed especially for operations and administration work. This includes acknowledgment, verification and validation of Documents and executing the facility work.

\* Handling Shipping and Procurement Management work duties Invoicing, I/E documentation.

- Created and maintained filing systems. Generated Human Resources data reports, answered phone calls, recorded messages. Created and typed office

correspondence using computer, maintained confidentiality of proprietary information plus, prepared and reviewed written documents accurately and completely.

**Shriram group of Companies, Pune (INDIA) Duration:** Oct 2009 –June 2010

**Role / Responsibilities: HR COORDINATOR**

- \* Administered employee benefits plan including new hire orientation program, open enrollment process and wellness program. Prepared, presented and distributed employee communications, publications and announcements.

**ICICI Prudential, Surat (INDIA) Duration:** Nov 2006-Mar 2009

**Role/Responsibilities: HR OFFICER**

- Handle Core recruitment and selection process through Walk-ins, consultancy or contracts advertisements.
- Policy Administration, Copywriting, checking and passing further. \* Induction training for new joiners and their related formalities to be taken care of.
- Provide administrative support for various departments/divisions assisting employees and resolving a range of administrative problems and inquiries.