


# Samatha Velpula

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## Summary

A highly motivated and result-driven professional with over 6 years of experience with 2 years as a primary teacher. I am a certified ITD (International Teaching Diploma) Teacher, completed a 500hrs TEFL course (which includes a 120hrs course, 21st Century teaching course, Young learners course, Business English Teachers Training etc) from the Asian College of Teachers, to upgrade my teaching skills. I use my abilities and skills to take classes and nurture students' values. I worked as an HRT of Kindergarten-II with the integrated syllabus of CBSE and Cambridge at the Premia Academy, India.

## Experience:

### Kindergarten Teacher

The Premia Academy

March 2023 - March 2024

### Responsibilities:

- Create a syllabus for the academic year for the children that have learning and fun activities to keep the children engaged.
- Train the students with the information and practices that are required for kindergarten.
- Be versatile and perform different activities like storytelling, dramatics, dancing, etc., to teach children in different ways.
- Provide one-on-one attention to all the children and assess them on their social and learning skills.
- Be a parent figure to kids who are not keeping up by helping them out.
- Improve class interaction and participation through fun activities.
- Conduct group activities and happy competitions to help remove the children from their shells.
- Teach the basics required for kindergartens like shapes, numbers, colours, crafts, etc.,
- Take care of snacks, naps, and other needs of children like feeding, cleaning, etc.,
- Supervise the aids to make sure all children are safe on the campus.

- Have distinct reports on each child to communicate with the parents.
- Engage parents in friendly activities to improve their relationship with the children in school activities.
- Make sure the classroom is always clean by instructing the aids and keeping a check on it.

 **Kindergarten Teacher**

Edify World School Attapur

March 2022 - March 2023 (1 year 1 month)

**Responsibilities:**

- Design a didactic and creative program specialized for preschool children
- Use a variety of different educational techniques (for example storytelling, playing games, media presentations, etc.) to teach children
- Look after each child and help them build social competencies and self-esteem
- Inspire children to communicate with each other in a friendly manner
- Provide examples of peaceful resolving of arguments
- Organize and conduct nap and snack breaks
- Maintain an open line of communication with parents and provide appropriate information
- Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports
- Monitor children's interactions and nurture cooperation and sharing
- Oversee children to make sure they are safe
- Cooperate with other teachers and administration staff
- Adhere to all relevant health and safety standards.



**Process Associate**

HGS - Hinduja Global Solutions Sep 2013 - Jan 2016 (2 years 5 months)

**Responsibilities:**

- Worked on different client systems
- Worked on Meditech client system
- Worked on behalf of providers (Hospitals) to obtain Accounts Receivables
- Interacting with the insurance representatives for claim status/denial status/appeal status
- Do research on various websites, for claim status/denial status/appeal status
- Found new trends to achieve accuracy on the claims
- Mentored new hires
- Took mock calls and interviews for new hires.

## **K Analyst**

Kelly Nov 2010 - Jun 2012 (1 year 8 months)

### **Responsibilities:**

- Worked on map maker client system
- Communicating with the users to locate places on maps
- Worked on GIS client system to route the routes
- Do research to know the accuracy of the routes
- Found new trends to achieve accuracy on claims.

## **Education**

### **Defence Laboratories School**

10th Standard - Central Board of Secondary Education(CBSE), Math, Science, Social Studies, English, Hindi and Telugu (2000 -2001)

I completed my 10th Standard (Central Board of Secondary Education-CBSE) from Defence Laboratories School, DRDO, Kanchanbagh, Hyderabad in 2001.

### **Srinivasa Junior College**

Intermediate-Board of Intermediate, Mathematics, Physics and Chemistry (MPC) (2001 - 2003)

Completed my 12th Standard from Srinivasa Junior College, Santoshnagar, Hyderabad in the year 2003.



### **Osmania University**

BSc, Math, Physics and Computer Science  
2003 - 2006

I am a graduate of Sarojinaidu Vanitha Mahavidyalaya, Nampally, Hyderabad affiliated with Osmania University. My main subjects are Mathematics, Physics and Computer Science.

## **Licenses & Certifications**



**120 hrs of TEFL course** - Asian College of Teachers- Corporate



**21st Century Teaching** - Asian College of Teachers - Corporate



## **Skills**

Event Planning • Communication • Team Building • Teaching • Team Management • Kindergarten • English as a Second Language (ESL) • Teaching English as a Foreign Language • Lesson Planning • Computers • AI Chat GPT • Google documents • Canvas • Question Papers & worksheets • Mathematics.