**RESUME**

**AHAMED FATHIMA S +91-9176073535**

**Objective**

* To work in a globally competitive environment, where I can get a chance to prove myself by contributing innovative ideas and work for an organization, where there is ample scope for individual as well as organizational growth.
* I am ready to utilize my teaching style to suit the needs of diverse groups of children. I have a passion for teaching and have applied my knowledge to helping students by ensuring that they grow better every day. I enjoy thinking the best of people and situations and like to put every effort into my work.

**Synopsis**

* Professional with over 19 **years** of experience in Matriculation school, CBSE Schools, IGCSE and ICSE Schools.
* Effective communicator with strong interpersonal relationship and presentation skills.

**Organizational Exposure**

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| **Year**  | **Name of the School**  | **Designation**  |
| **Jul ’00 to Apr ‘01** | **Children’s Paradise School,** **Thiruvanmiyur** | **English and Social Studies** |
| **Jun ’02 to Sep’04**  | **ECC School, Neelankarai** | **Kindergarten and English** |
| **Jun’05 to Ma ’06**  | **ALM Matriculation School,** **Injambakkam** | **Receptionist** |
| **Jun’09 to Apr’10**  | **Citizen Academy, CBSE School,****Pattabiram** | **English and Social Studies**  |
| **Jun’ 10 – Apr’12**  |  **ECC School, Neelankarai**  | **English**  |
| **Sep’13 – Mar’14**  | **Sangford CBSE School, Perungudi**  | **kindergarten**  |
| **Jun’14 – April ‘19**  | **APL Global School, OMR**  | **Global Studies and Special Educator** |
| **June’19 – till date** | **Sishya, OMR** | **Hindi, Social Studies and English** |

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| Organization: | Children’s Paradise School follows the matriculation syllabus in Thiruvanmiyur, Chennai. |
| Role | **English and Social Studies teacher** |
| Description: | * Solid understanding of human resources functions.
* Distinguished parent's meeting ability and oral communication skills.
* In-depth knowledge of the concepts taught.
* Decision-making and problem-solving at the right time.
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| Organization: | East Coast Christian School follows the matriculation syllabus in Neelankarai, Chennai. It imparts education to students through academic excellence and the development of their personalities.  |
| Role | **Kindergarten and English Teacher. (Worked twice)** |
| Description: | * Worked as a teacher with little buds with utmost care and responsibility.
* Provided support and taught them according to their level.
* Drove the kids in an interesting way of learning.
* Developed and implemented concepts daily and prepared lesson plans in English for junior-level children till VII Std and administered tests.
* Evaluations and analyzed students' performances.
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| Organization: | ALM School follows the matriculation syllabus in Chennai |
| Role | Receptionist |
| Description: | * Worked as a Receptionist in the front office.
* Providing support for the operations - Manager in all day-to-day operations. (House Keeping)
* Handling customers’ phone calls regarding generating inquiries, describing the admission procedure and various terms & and conditions.
* To receive the customers and visitors.
* Preparing vouchers & Cheques.
* To take care of all stationery items – by ordering for the stationery & and seeing that delivery arrives on time.
* To call the suppliers and order the accessories items
* Driving the team to handle responsibilities properly like School bus drivers leaving children on time to their houses.
* Cross-skilled on various queue managing systems (e-mails)
* Monitoring records, scheduling meetings, and facilitating communication between teachers, staff, and families.
* Maintaining Daily reports.
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| Organization: | Citizen Academy CBSE School, Chennai |
| Role | English and Social Studies |
| Description: | * Developed and implemented concepts daily and prepared lesson plans in social studies and English for junior-level children till V Std and administered tests.
* Evaluations and analyzed students' performances.
* Conducted meetings with the parents to share the development and behavior issues of the students.
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| Organization: | Sangford CBSE School, Chennai Sangford is affiliated with the CBSE curriculum. It is founded and Run by a former Consultant of Fortune 100 companies, and US certified Early Childhood/Primary Education Programmer.  |
| Role | **English and Hindi - Elementary and Primary school**  |
| Description: | * Worked as a teacher with little buds with utmost care and responsibility.
* Provided support and taught them according to their level.
* Maintaining classroom and student records following school policy.
* Helping to prepare materials, and general teacher support to the primary school.
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| Organization: | APL Global School is an initiative of the Ramaniyam Group Enterprise. It focusses on personalized learning with a strong inclusive set up. It offers diverse subject choices through the Cambridge International curriculum (IGCSE).  |
| Role | Social Studies, Hindi and English |
| Description: | * Supported Project-based learning for social studies and Hindi mainstream classes of grades 3, 4, and 5.
* Prepared lesson plans, and worksheets and implemented concepts in a different way of teaching methods, according to the level of each child as it is a Personalized way of teaching students.
* Prepared condensed notes tutoring for students experiencing difficulty in a particular subject.
* Drove the kids in an interesting way of learning.
* I have prepared an Individual Educational Plan (IEP) and assessment reports for the students.
* Remedial classes were handled for children with reading, writing, listening, and speaking difficulties.
* Collected resources for teaching the child according to their needs.
* Accompanied students into mainstream education classrooms and assisted with the learning process.
* Supported children with special needs, and learning disabilities and guided their learning curve.
* Administered all pullout testing for students with special needs.
* Can understand and follow lesson plans.
* Instructed students in English, Science, Math, Computers, and Global studies using an innovative special education curriculum.
* Contributed to team meetings to promote a collaborative teaching environment.
* Participated in parent conferences.
* Excellent team member with good communication skills
* Attended workshops on Bloom’s taxonomy and differentiated instructions.
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| Organization: | Dr. C. L. Metha Sishya, OMR. It focuses on personalized learning with a strong inclusive setup. It offers diverse subject choices through the Cambridge International curriculum (ICSE).  |
| Role | Hindi, Social Studies, and English |
| Description: | * Prepared lesson plans, and worksheets and implemented concepts in a different way of teaching method.
* Remedial classes handled for children with reading, writing, listening, and speaking skills difficulties.
* Contributed to team meetings to promote a collaborative teaching environment.
* Participated in parent conferences.
* Excellent team member with good communication skills
* Evaluations and analyzed student’s performances.
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| Extracurricular Activities |
| Soft Skills | Pragmatic, Self-motivated, Strong work ethic, Quick learner, Enthusiastic and Energetic, Dedicated and hard working. |
| Computers | Good knowledge of basics of computer. |

 **Educational details**

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|  | **University / College** | **Year** |
| TEFL  | Asian College of Teachers | 2024 |
| M.Sc. Psychology | Tamil Nādu University | 2018-2020 |
| M.A English Literature | Annamalai University | 2014 |
| Hindi Pandit (Hindi finished till Praveen Uttrardh) | Hindi Prachar Sabha | 2012 |
| B.Ed., English, and Sp. Education | Indira Gandhi Institute of Higher Education University | 2010- 2011 |
| Diploma in Montessori | Maria Montessori  | 2003-2004 |
| B.A English Literature | Madras University | 1998-2000 |
| 12th grade | Shri Anand Jain Vidyalaya | 1997 |
| 10th grade | Shri Anand Jain Vidyalaya | 1995 |

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| Personal Details |
| DOB | 01st JUNE 1979 |
| Nationality | Indian |
| Contact Number | 9176703535, 9176259652 |
| E-Mail Address | fathisel@gmail.com |
| Languages Known | English, Tamil & Hindi |

**PLACE: CHENNAI YOURS FAITHFULLY,**

**DATE:**