

Shephali Bhushan Kakka

Mumbai

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Professional Summary

Dedicated and experienced educator with over 15 years of expertise in teaching English, phonics, grammar, and conversation skills to a wide age range of students. Proven track record of implementing innovative teaching methods, developing comprehensive learning modules, and mentoring students with diverse learning needs, including those on the autism spectrum. Strong leadership skills, managing two branches independently, and known for delivering consistent results in student performance and teacher development.

Key Skills

- Phonics and Grammar Instruction
 - English Language Development
 - Child Psychology and Early Childhood Development
 - TESOL/TEFL with Specialization in Young Learners and Business English
 - Teacher Training & Mentorship
 - Curriculum Development
 - Conversational English Skills
 - Working with Neurodivergent Students (Autism, ADHD)
 - Classroom Management
 - Montessori Teaching Methods
 - Lesson Planning & Evaluation
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Professional Experience

Sachmaas Academy

Level Head for Spoken English and Conversation Skills (2018 – Present)

- Handling two branches independently.
- Developed content for the English Language book used by the institute.
- Spearhead soft skill development programs for working adults, including business owners, housewives, and professionals.
- Planned and implemented lessons for improving vocabulary, grammar, and conversation skills for students aged 5-16.

- Trained new teachers in phonics and grammar instruction.
- Successfully led the conversation skill development for students with Autism and ADHD, yielding significant improvements.
- Prepared comprehensive teaching modules for “Spoken English” and “Conversation Skills.”

BM Institute

English Trainer (2016 – 2018)

- Led the development of conversational and grammar skills for students aged 16-28.
- Designed training modules and activities for group sessions to boost students' confidence in English.
- Provided mock sessions for real-life application of English conversational skills.
- Trained aspiring teachers in grammar and phonics.

Smt. Sulochanadevi Singhania School, Thane

Elementary Teacher (2017 – 2018)

- Served as class teacher for grades 1-5, focusing on English grammar and phonics.
- Created a fun, interactive learning environment using Montessori methods.
- Closely monitored and helped improve students' written and oral test scores.

Indian School Al Wadi Al Kabir, Oman

Kindergarten Teacher & Exhibition Coordinator (2013 – 2016)

- Educated junior and senior kindergarten students, integrating audio-visual aids and various teaching techniques.
- Coordinated over 10 exhibitions for Junior and Senior KG students.
- Focused on the progress of students in acquiring essential phonics and language skills.

Al-Huda Private School, Oman

English Teacher (2013)

- Educated 45 non-English speaking students aged 10-12, improving their basic English and phonetic skills.

Educational Qualifications

- **Asian College of Teachers**
Advanced Diploma in TESOL/TEFL with specialization in Young Learners and Business English Teachers Training
- **Phonics Kingdom, Mumbai**
Handwriting Improvement Course (2019)

Jolly Grammar Course: Level 1-6 (2018)

Teachers Training Course in Jolly Phonics (2017)

- **Sagar Institute of Education, Mumbai**

Diploma in Montessori and Kindergarten Teacher's Training (2006)

Majored in early childcare, child psychology, child development, and modern teaching methods.

- **Sophia College, Mumbai**

B.A (1987)

Extra-Curricular Achievements

- Awarded “The Most Dedicated Teacher” at Sachmaas Academy.
- Coordinated multiple school exhibitions at Indian School Al Wadi Al Kabir.
- Awarded Outstanding Contribution to the Institute Award
- The Extra Mile Award