

Maria Antony

Tesol Certified International Teacher

- **Address:** LBS Marg, Vikhroli, Mumbai, India
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- **Nationality:** Indian
- **Gender:** Female

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Teachers

encourage minds

to think,

hands to create

& hearts to love

”

Maria Antony

- mariaantony2@gmail.com
- 7738155237
- 08th July, 1982
- Married
- English, Hindi, Marathi & Malayalam
- Roman Catholic Christian
- Reading & Listening to Music

Career Objective

I am a talented, dynamic and an ambitious teacher, who can ensure good progress for all pupils. I can inspire and facilitate high quality learning through engaging and effective teaching techniques.

Key Skills

- Tesol Certified IAO (2024-02-19300) focusing on teaching of English Language to non-native.
- Qualified Teacher Status(PPTT)
- Previous experience delivering English lessons to Key stage 3 and Key stage 4 students.
- Ability to plan, deliver and assess lessons that ensure students are learning at their full potential.
- Exceptional verbal and written communication, professional yet friendly body language, and the ability to really listen.
- Good motivational skills. + Excellent behavior management skills and the ability to keep students engaged and on task.
- Confident in attending school meetings and parent's meetings as and when required.
- Ability to create strong working relationships with both students and colleagues.
- Able to adapt communication style to the needs of different students depending on age, culture, ability & learning style.
- Achievements:
 - Renewal Champion. Top Contributor. Renewal Excellence. Star Educator. Star Enroller. Trailblazer of the Year.

Work Experience:

- **English Teacher** (2021 onwards)
Currently working with Planet Spark as Online International English Teacher for past 3 years. this role required me to be a dynamic, inspirational and enthusiastic classroom practitioner with high expectations of my own online classroom. I was fully committed to learning, high quality teaching and raising standards of all students, passionate about my subject; and able to inspire and motivate students. At all times I was committed to ensuring all students reach their potential.
- **Home Tutor - All Subjects** (2015 - 2020)
In this role I was responsible for helping students to understand different subjects. I had to assess, assist and encourage the students in the learning processes. I reviewed materials used in classes, explain various topics, and answers all the doubts and questions of the student regarding to that topic. At all times I showed high levels of enthusiasm, ambition, energy, resilience and determination.
- **ABEC LTD** (2008 - 2009)
Worked with Asian Business Exhibitions and Conferences Ltd. as Senior Officer- Project Management for 1 ½ years.

- **ACETECH Project:**

Maintaining Database of the clients and preparing new database by searching on net , magazines etc,
Tele-calling clients and booking stalls over phone, emails etc.
Sending mails, mailers etc. to keep clients updated about the event.
Inviting top architects, Builders Contractors for the show.
Overseeing the smooth function of the exhibition during the event days.

- **CITIBANK - Dubai UAE (2005-2006)**

Worked with Citibank (Dubai) in NRI department for 4 months

Jobs handled:

Loans Department;

- Scrutinizing loans document.
- Maintaining Customer Records in required format.
- Coordinating with Regional Managers for information on clients' details.
- Coordinating with other branches and departments in Abu Dhabi, Chennai and Mumbai to confirm smooth settlement on loans.

IMD (India Millennium Deposits):

IMD (India Millennium Deposits) was issued as 5year deposit in year 2000 with huge returns and tax benefits.

- Providing information to customer on re-investing in IMDs and other relevant information.
- Scrutinizing IMD documents.
- Recording data in required format.
- Coordinating with Relationship Managers and other Departments for information regarding customers for the settlement of IMD.
- Maintaining and filing records of Demat Account holders.
- Profiling Customers according to the amount of Risk they hold.

- **INTELENT GLOBAL SERVICES (2002-2005)**

Was a joint venture between TCS and HDFC Now taken over by Barclays and HDFC Bank.
Worked for NEXT (Retail Outlet in UK) for 2years as BACK-OFFICE EXECUTIVE

Jobs handled:

- Opening accounts for customer.
- Handling customers account by checking their history and credit limits.
- Checking their payment details and providing necessary information on defaulters account.
- Tracking goods and providing necessary information on their accounts.
- Communicating with customer to inform them about their delivery of goods they ordered.
- Multitasking by taking calls when call flow is high.

Educational Qualification

- **TESOL CERTIFICATION IAO (2024-02-19300)-Completed 2023**
- **POST GRADUATION DIPLOMA IN PPTT (Pre-Primary and Primary Teaching)**
ASIAN COLLEGE OF TEACHERS TRAINING, 2020 - December
- **B.Com Graduation (M.L DAHANUKAR COLLEGE OF COMMERCE)**
2003 - March | 66%
- **H.S.C (M.L DAHANUKAR COLLEGE OF COMMERCE)**
2000 - February | 70%
- **S.S.C (FATHIMA DEVI ENGLISH HIGH SCHOOL)**
1998 - March | 67%

Computer Proficiency

MS. Excel, MS. Word, MS. PowerPoint, Internet