

MUNSHI ALPHA ALIM

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Asmita Upahar I,
Poonam Sagar Complex, Mira Road East
Thane-401107,
Mumbai, Maharashtra – India.

DOB: 30th December 1996

OBJECTIVE

To raise confident and responsible adults by dedicating myself to teaching individuals across the world and seeking to leverage strong pedagogical skills for fostering curious minds.

EDUCATION

400 Hours PGDM TESOL/ TEFL

Asian College of Teachers

2023-2024

Mumbai

Diploma in ECCED- Grade A

National College

2021-2022

Mumbai

Bachelor's in Management Studies

CGPA- 5.61

Mumbai University

2015-2017

Mumbai

SKILL PROFICIENCY

- English Language Proficiency
- Grammar and Vocabulary
- Student Development
- Extracurricular Activities
- Lesson Plan Development
- Grading Reports and Assessments
- Classroom Management and Instruction

PROFESSIONAL EXPERIENCE

COSMOPOLITAN HIGH SCHOOL

June 2022 – April 2024

- 2+ years of experience as a Class Teacher and Subject Teacher for Grade 7 to Grade 9.
- Served as the Coordinator for Grade 7 and 8 with subject expertise of English Literature, English Grammar, Social Studies and Personality Development.
- Planned and delivered lessons for English Literature, Social Studies lessons for Grade 7 and Grade 8 by utilising interactive and digital teaching aids i.e. CBM boards, power-point presentation, audio-video files, etc.
- Classroom management for 40+ students, engaging in joint class lectures, volunteering in after school remedial sessions for underachievers.
- Guiding and counselling students with adjustments or academic problems by using customised lesson plans for targeted students.

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- Drafted reference materials for English Literature, Grammar and Social studies for Grade 7 and 8 respectively.
- Designed and conducted inclusive class tests, preparing portion and curriculum for Grade 7 and 8 respectively.
- Incorporated cross-curricular components into lessons and units.
- Was able to uplift learners' ability by up to 36% by using interactive methods while teaching.
- Communicating student progress and areas of improvements to parents during parent conferences and having one to one parent and child counselling for remedial students.
- Maintaining comprehensive student records, documenting attendance, assessing and evaluating grades, formulating student reports, correction of papers and progress towards goals.
- Filing of daily regular-basis worksheets of the entire day.
- Core member of the planning team for extracurricular events and activities in school.

OTHER EXPERIENCE

Tiara Consultancy Services
HR Manager

October 2019- February 2020
Mumbai

Squareyards Estate Agency
Business Development Executive

June 2019- September 2019
Mumbai

CERTIFICATION AND ACCOMPLISHMENTS

- TESOL/TEFL Certified
- ECCED Certified
- Certificate in Virtual Pedagogy
- Participated in Workshop on Classroom Management and Joyful Learning conducted by Oxford Learning.
- Successfully participated in Soft Skills Training Program conducted by Mumbai University.
- Successfully completed the Certificate Course in Computer Technology and secured Grade A.
- Successfully completed the Digital Marketing Course (Basic Level) and secured Grade A.

LANGUAGE FLUENCY

English, Hindi, Marathi, Bengali.

INTERESTS

Cycling, writing, watching movies, reading, drawing, music.

REFERENCES- Available on request.
