

ARTI DEVI SAH

ASSISTANT HINDI TEACHER



CONTACT



+91-7044299092 / 9007640706



darti8569@gmail.com /

meaartisah@rediffmail.com

PROFESSIONAL OBJECTIVE

To secure a challenging position in an esteemed educational institution where I can contribute my skills as a teaching professional. My goal is to foster the integrated development of students by imparting value-based education, thereby helping them become responsible citizens of the future.

ACADEMIC QUALIFICATION

- Bachelor of Education (B.Ed.) in Hindi in 2020.
- Masters in Hindi (IGNOU) in 2019.
- Graduation from TNB College Bhagalpur University in 2000 in Philosophy (Hons.)
- Higher Secondary Examination from Bihar Intermediate Education Council, PATNA in 1997
- Secondary Examination from Bihar School Examination Board, PATNA in 1995

EXPERIENCE

- Assistant Hindi teacher @ M.P. Birla Foundation Higher secondary school (ICSE board) from July 2018 till date.
- Worked @ Narayana School (ECO- SPACE, CBSE board) as a Senior Hindi Teacher from April 2017 till June 2018.
- Worked in S.S.M. ACADEMY (CBSE board), as a Hindi Teacher for secondary level from January 2016 till April 2017
- 10+ years teaching experience as a Private Tutor (especially Hindi Subject)

ADDITIONAL QUALIFICATION

- Computer Training Course from ASCEC IN 2016.
- Completed Pre- Primary and Primary Teacher's Training course (TTC) from NICP (National Institute of Creative Performance) in 2015
- Completed Spoken English Course from BRAINWARE in 2014

RESPONSIBILITIES

To ensure the comprehensive development of students and fosters a deep appreciation for the Hindi language and culture, I am responsible for the below: -

- Teaching and Curriculum Development - Lesson Planning / Instruction / Assessment and Evaluation
 - Develop comprehensive lesson plans that align with the school's curriculum and standards.
 - Incorporate diverse teaching methods to accommodate different learning styles.
 - Deliver engaging and interactive Hindi language lessons.
 - Design and administer tests, quizzes, and other assessment tools to evaluate students' progress.
 - Provide constructive feedback to students and parents.
- Classroom Management - Classroom Environment / Behavior Management
 - Create a positive, inclusive, and supportive classroom environment, maintain clear classroom rules and procedures.
 - Address behavioral issues promptly and fairly.
- Student Development - Individual Support / Extracurricular Activities
 - Identify students' individual learning needs and provide additional support where necessary, encourage and motivate students to achieve their full potential.
 - Organize and participate in extracurricular activities and events related to the Hindi language.
- Professional Development - Continuous Learning / Collaboration
 - Stay updated with the latest teaching methodologies and educational technology, attend workshops, training sessions, and conferences to enhance professional skills.
 - Collaborate with colleagues to plan and share teaching strategies, participate in staff meetings and contribute to curriculum development.
- Administrative Duties - Record Keeping / Communication
 - Maintain accurate records of students' attendance, performance, and progress, prepare and submit required reports and documentation on time.
 - Communicate effectively with parents and guardians regarding students' progress and any concerns, keep parents informed about classroom activities and upcoming events.
- Ethical and Professional Behavior - Role Model
 - Serve as a positive role model for students in terms of language use and behavior.

PERSONAL DETAILS

- CURRENT ADDRESS: P-42A BRAJOMONI DEBYA ROAD, KOLKATA -700061.
- DOB/Sex/ Marital Status: 15-01-1980 / Female / Married
- Husband's Name: Madan Gopal Sah
- Languages Known: Hindi, English & Bengali
- HOBBIES: Music, Painting and Cooking

ADDITIONAL RESPONSIBILITIES

- Actively working as ICSE INVIGILATOR since 2018
- Represented M.P. Birla Foundation Higher secondary school
 - Hindi Diwas during Sep 2024 @ Middleton Chambers
 - Annual competition at St Xaviers Collegiate school
 - Praxis Learning India reopening program

- Demonstrate professional ethics and integrity in all interactions.
- Additional Responsibilities - Learning Resources / Student Engagement
 - Develop and manage instructional materials and resources related to Hindi language teaching, utilize multimedia tools and technology to enhance the learning experience, encourage student participation in class discussions and activities.