



Shadma Shamim

M.A. (English), B.Ed. (English)

School Coordinator | Delhi Public School

Founder | Mellora Education

IELTS | Language Trainer

ABOUT ME

I am a hardcore believer in Mr. Charles Darwin's theory of "The Survival of the Fittest". Well, I am an educator and a learner at the same time because the moment I stop learning, I'll cease to educate. Therefore, to survive in this ever-changing world, never stop learning and evolving.

JOB OBJECTIVE

To apply my acquired knowledge and inherent skills for the achievement of the Institutional objectives and gain consistent learning and experience for myself, resulting in a profitable asset for the Institute.

ADMINISTRATIVE PROFILE

Maintaining the following

Records-

- Assembly Register
- Lesson Plan Checking Record
- Class Observation File
- Notebook Correction Record
- Minutes of the Meeting
- Guidelines by CBSE/ DPS/ STATE/ SEG/ HO/ QA.
- PTM Record
- Syllabus Completion Status
- Worksheet File
- Question Paper Record
- SFL Weekly Activities
- Monthly Activity Planner
- Student Circular File

EXPERIENCE

School Coordinator | English Teacher

Delhi Public School | July 2022 - Present

- Creating the timetable as per the school policy and checking its implementation regularly.
- Allocating necessary arrangements in case of the teacher's absence.
- Work with the Principal and QA team in creating an effective curriculum to meet the educational standards.
- Plan the inter-house, inter-class, and inter-school activities and ensure the availability of the resources as per the schedule.
- Help teachers in building strong instructional strategies, identify the gaps and train them as per the curriculum to improve the teaching-learning process.
- Guide the teachers in preparing lesson plans, checking and validating the compliance of lesson plans in addition to monitoring log books.
- Identify students with learning disabilities or slow learners with the help of a school counselor and teacher and devise remedial measures.
- Plan and conduct weekly acceleration classes and maintain the record for the same.
- Identify, discuss and arrange resource persons for various seminars, counseling, and training of the teachers and students.
- To conduct meeting with parents to discuss problems related to their ward, academic performance, and behaviour and redress parents' concerns with appropriate solution and advice.

Maintaining the following

Records-

- Holiday Homework File
- Annual Syllabus File
- Monthly Syllabus File
- Monthly Report for HO (Online)
- Anecdotes for students
- Incident Report File
- Activity Money Collection Record
- Judgement File
- Assembly File
- House Meet & Club Activity File
- Coffee with the Parents
- Staff Circular File
- Observe and assess classroom teaching and provide suggestions for improvement.
- Check the quality of notebooks correction, worksheets, assignments, holiday homework, and question papers and update teachers in case any enhancement is needed.
- Ensure the timely preparation of question papers, their formatting and marking scheme, and smooth conduct of the examination.
- Ensure the uploading of marks on ERP and the teachers prepare in a given time frame.
- Create circulars and ensure they are error-free and shared through the appropriate platform.
- Ensure the compliance of smart boards, Maths lab, and SST lab resources, and report the non-conformity to the School Head.
- Ensure the update of the soft boards, bulletin boards, and digital medium regularly with error-free and effective content.
- Plan and organize assemblies as per the days assigned and ensure 100% student participation.
- Conduct meetings with the teachers to plan forthcoming, academic strategies, parental and discipline issues along with other areas that need focus and correction.
- Ensure that all the teachers receive circulars and execute the instructions given by the Management.

CORPORATE PROFILE

- Development and implementation of marketing strategies
- Leading and guiding the team members
- Creating content for Project-based learning inline with National Education Policy 2020
- Writing content for Social Media and marketing
- Creating script for video ads
- Writing script and recording for voice-over
- Organizing seminars in the schools
- Career Counseling Speaker- Humanities
- Creating proposals and presentation material
- Providing support to the sales team

EXPERIENCE

Business Development | Subject Matter Expert

Mellora Education | January 2020 - June 2022

- Development and implementation of marketing strategies
- Leading and guiding the team members
- Interviewing and recruiting candidates
- Assigning tasks to all the team members as per their designation
- Overseeing the complete operations of the company
- Planning and organizing public events (online).
- Providing detailed feedback to attendees
- Arranging periodic performance evaluations for the students and staff members
- Conducting confidence building sessions
- Delivering Personality Development & Professional Communication classes

EDUCATION

Bachelor of Education | English

Rameshwaram Institute of Education & Training | 2012

Achievements:

- House Captain for Tagore House
- Presented self-written papers in the seminar on 'Importance of Experiential Learning
- Acquired certificates in the following activities-
 1. Essay Competition
 2. Ad Making
 3. Debate
 4. Scout and Guide Training

Master of Arts | English

English Language and Literature
Kanpur University | 2010

Bachelor of Arts | English & Sociology

University of Lucknow | 2006

Intermediate | PCM

Isabella Thoburn College | 2002

High School | PCM

Jesus & Mary Convent, | 2000

English Teacher | Assembly In-charge

G D Goenka Public School, Lucknow | July 2016 - December 2019

- Teach the assigned courses in accordance with the course outlines and recommended textbooks.
- Develop lesson plans integrating listening, speaking, reading, and writing.
- Develop curriculum for PD classes, lesson plans, and assignments based on Bloom's Taxonomy
- Prepare assessments focussing on subject integration.
- Create and maintain student records
- Evaluate student performance and provide detailed feedback to the students and parents.
- Maintain a professional relationship with students, parents, and colleagues
- Provide academic counseling to the students as per their academic needs.
- Plan various activities for the school assembly and execute them.
- Assisting the school in organizing various events and writing descriptive reports for the press releases.
- Head the Literary club to develop excellent communication skills and teach students to think spontaneously.
- Help the students in writing and speaking by conducting events that are both instructional and enjoyable to sharpen their logical thinking skills.

English Teacher (TGT) | British Curriculum

Arab Unity School, Dubai - U.A.E. | April 2015 - June 2016

Personality Development Professional

American Center for Languages, Lucknow | March 2013 - February 2015

English Teacher (TGT) | ICSE Board

Alhuda Model College, Lucknow | April-2010 - March-2013

English Teacher (TGT) | CBSE Board

Rameshwaram International Academy, Lucknow | April-2007 - March-2010.

CORE SKILLS

- Analytical approach
- Curriculum Development
- Tech savvy
- Client Handling
- Time Management
- Review Writing
- Problem Solving
- Goal oriented
- Content Writing
- Designing

WORKSHOPS ATTENDED

- Need for setting the Right Learning Objectives in Class.
- Feedback Strategies
- Storytelling as a teaching methodology
- Learning Disabilities & Attention Deficit Hyperactivity Disorder (ADHD)
- Classroom and Time Management
- Project-Based Learning
- Advanced Excel (Online)
- 21st Century Parenting

WORKSHOPS CONDUCTED

- Strengthening Interpersonal Relationships
- Conflict Resolution
- How to dress up professionally
- Time Management
- Bullying (For students)
- How to build your vocabulary
- Tips on Personality Development
- Introduction to Business Communication

TEACHING PROFILE

- Ability to use logic and reasoning to identify problems and deliver solutions
- Receptiveness and the ability to comprehend others' actions and the reasons behind those actions.
- Possess judgment and decision-making skills, even during the most critical times.
- Good knowledge of all the modern teaching aids and ability to apply them effectively.
- Able to establish and maintain a learning climate that is conducive to optimum student and operating performance.
- Motivated to work independently to achieve the best results.
- Strength to persist despite obstacles, such as lack of resources, a limited amount of class time, and other challenges in the classroom.
- Prepared differentiated English language & literature worksheets & lessons for Primary & Middle School.
- Prepared English language lessons for students of varying levels of ability; from beginner to advance (for H.A., M.A. & L.A.).
- Planned English lessons to meet curriculum standards (C.B.S.C., I.C.S.E. & British Curriculum) focusing on all four skills and assessment focuses.
- Effectively delivered Personality Development Classes to small and large groups of students with the help of presentations, audio, and video sessions.

PUBLIC PROFILES



www.instagram.com/shadma.shamim



www.twitter.com/who_is_shadma



www.linkedin.com/shadma-shamim

IT SKILLS

Diploma in Computer Application (Desktop Publishing)

- Microsoft Office: MS Word, MS Excel & MS PowerPoint.
- Proficiency in computer handling & web browsing.
- Proficient in using the smartboard, projector, and other teaching tools efficiently.

CONTACT INFORMATION

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WORK ILLUSTRATION

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