**CURRICULUM VITAE**



**PERSONAL DETAIL**

***Name* : *Sangita Rani Sahu***

***Father’s Name* : *Jajna Narayan Sahu***

***Date Of Birth* : *16th May 1988***

***Nationality*  : *Indian***

***Religion*  : *Hindu***

***Gender* : *Female***

***Marital Status*  : *Unmarried***

***Language Known* : *Odia,Hindi & English***

***Category*  : *OBC***

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Qualification*** | ***Board/University*** | ***Institute*** | ***Division*** | ***% Of******Marks*** | ***Year Of******Passing*** |
| ***10th*** | ***B.S.E*** | ***Panchayat High School, Bijigol,Angul*** | ***1st*** | ***61%*** | ***2003*** |
| ***+2 Science*** | ***C.H.S.E*** | ***Ladukesh Anchalika College,Nayagarh*** | ***2nd*** | ***48%*** | ***2005*** |
| ***B.C.A*** | ***Utkal University*** | ***Millennium Academy Of Higher Education, Nayagarh*** | ***1st*** | ***69%*** | ***2009*** |
| ***B.A (Hindi)*** | ***Odisha Rastravasa Parishad*** | ***Rastravasa Kendra, Rench,Puri*** | ***2nd*** | ***59%*** | ***2014*** |
| ***M.A (Hindi)*** | ***Odisha Rastravasa Parishad*** | ***Rastravasa Kendra, Cuttack*** | ***3rd*** | ***48%*** | ***2016*** |

**WORK EXPERIENCE**

1. ***Institute Name:- Tally Institute,Nayagarh***

 ***Designation:- Receptionist***

 ***Duration:- January 2010 to May 2010***

 ***Roles & Responsibility:- Served as a teaching assistant,facilitator,organizer of various activities and organized alternative learning experiences .***

1. ***School Name:- Saraswati Sishu Mandir,Paradeep***

***Designation:- Teacher***

***Duration:- July 2011 to April 2020***

***Roles & Responsibility:- Served as a teacher,organized activities, drafted lesson plans and organized alternative learning experiences for the pupils.***

**CORE COMPETENCIES**

* ***Creative Lesson Planning***
* ***Curriculum Development***
* ***Instructional Best Practices***
* ***Classroom Management & Discipline***
* ***Standardised Testing / Scoring***
* ***Learner Assessment***
* ***Experiential Learning***
* ***Special Needs Students***
* ***Ability To Follow Lesson Plans***
* ***Student Records Management***
* ***At-Risk & Special Needs Students***
* ***Formal & Informal Learner Assessment***
* ***Parent / Teacher Communications***
* ***Student Engagement***
* ***Technology Integration***
* ***After-School Programs***
* ***Maintain Discipline In The Classroom***
* ***Methodically Provide Resources for Lessons***

**KEY CONTRIBUTION**

* ***Established positive relationships with students, parents, fellow teachers and school administrators/staff.***
* ***Quickly became a “first-to-call” resource in current substitute teaching role, typically working four days per week. Personally requested by many full-time teachers to take over their classrooms during absences.***
* ***Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.***
* ***Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects.***
* ***Plan the content to be covered in the class according to the curriculum, the number of weeks available and the date of the final exam.***
* ***Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance.***
* ***Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students.***
* ***Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students.***
* ***Consistently communicated with parents to report on student behavior, social, and developmental progress, as well as note on any observed health conditions.***

**CAREER STATEMENT**

*“****Apart from my extensive knowledge of current education legislation, practices and procedures, I feel that my greatest strengths are firstly my ability to build sound relationships with staff and pupils. Secondly my skill at gaining a clear understanding of a pupils exact needs, and thirdly my commitment to safeguarding and promoting the welfare of children and young people at all times.“***

**OBJECTIVE**

***I wish to join your organization that provide a challenging work environment & that provide an ultimate platform & freedom for the young talents to explore their ideas. To obtain a position that will enable me to use my strong organizational skills,education background & ability to work well with people.***

**STRENGTHS**

* ***Flexibility & adaptability to work in any environment.***
* ***Willingness to accept any challenge irrespective of its complexity.***
* ***Good team player, positive & learning attitude.***
* ***Ability to learn new technologies fast.***
* ***Commitment in working.***
* ***Problem solving abilities.***

**PROFESSIONAL SKILL**

* ***Technical,logical & innovative orientation.***
* ***Good communication & presentation skill.***
* ***Good typing speed.***

**OTHER QUALIFICATION**

* ***Strong time management skills.***
* ***Excellent analytical and interpersonal skills.***
* ***Excellent written and verbal communication skills.***
* ***Proficient in Microsoft Office (Word,Excel and Power Point).***

**ADDRESS**

***C/O:-Nityananda Sahu***

***AT:- Jhanjirmangala***

***Post:- Telenga Bazaar***

***City:- Cuttack***

***Dist.:- Cuttack-753009***

***State:- Odisha***

***Mob. No.:-9437137180 (Personal),9124560643,9437763076 (Home)***

**DECLARATION**

***I hereby declare that the above mentioned information is correct up to my knowledge & I bear the responsibility for the correctness of the above mentioned particulars.***

***Date :***

***Place : Signature of the applicant***