Ramneet Kaur Taneja

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Portfolio link: [http://ramneetaneja1983.weebly.com](http://ramneetaneja1983.weebly.com/) (In progress)

**Career Objective**

To contribute to bring the change in the education system, using latest pedagogies, and the help the child to develop holistically.

**Key Strengths**

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| * Learner Attitude * Creative thinking * Attentive Listener | * Cooperative & Proactive * Respectful towards self and others * Growth Mindset |  |
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**Educational & Professional Qualification**

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| **Pursuing PGDLT**  Learning:   * Role of teacher for holistic development   Of a child.   * Philosophy of Education. * Latest Pedagogies and approaches   of learning.   * Effective Lesson planning. * Role of feedback, Assessment and Evaluation | **I Am A Teacher, *The Heritage School*,**  **Gurugram** | **2016** |
| **Bachelors in Arts** | **Delhi University** | **2003** |
| **NTT (Nursery Teachers Training of 2yrs.)**  Learning:   * Lesson Planning with A.V Aids. * Art & Craft. * Story telling. | **Air Force Vocational College**  **Chanakya puri New Delhi** | **2002** |
| **ECCE (Early Childhood Care & Education of 1Yr.)**  Leaning:   * Importance and role of ECCE. * How to nurture the child in early years. | **National Open School** | **2002** |

**Teaching Experience**

**Shri Satya Sai Bal Vihar, R.K. Puram, New Delhi**. **2004 - 2006**

* Worked as a teacher for 1 yr. & 6 months, used to handle grade 1.
* Taught the children with Didactic, drill and rote method.
* Done many display boards.
* Prepared for annual functions.

**Upras Vidyalaya (Four months internship during NTT) 2001-2002**

* Worked as a trainee in primary sections (grade 1 and 2 respectively) in both the years.
* Lesson Planning and execution of the same.
* Class Management.

**Professional Experience**

**Administration Manager**

**Triverse Advertising Private limited** **Jan 12 – Feb 14**

* Used to handle administrative responsibilities as well as IT management.
* Vendor Management - Good base of diverse vendors and suppliers for almost any requirement along with good amount of Petty Cash for day to day expenses, maintaining records for the same.
* Expedited administration routines and made the filing system more efficient.

**Administration Officer**

**Peacock Media Limited Jul 09 - Jan 12**

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| Peacock Media is in the Out-Of-Home (OOH) media segment, Printing and fabrication.  Responsibilities:   * Administration * HR responsibilities * IT department – Trouble shooting.   **Administration Officer**  **Early Starter(Pre-school day care and activity center)Jan 08 – May 0*9***   * Taken care of Admissions and attending the PTMs. * Designing schedules for the activities of the kids. * Handled logistic for the children come for activities. * Organizing workshops during summer/ winter vacations.   **Other Interests**   * Listening music * Dance * Reading books * Art & Painting |
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