Ramneet Kaur Taneja

80/56B, 2nd floor, Malviya nagar, New Delhi – 110017

Mobile no: 8800342388

Email-Id ramneet.taneja@iamateacher.in

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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