

# Sana Akhter

Teacher

Focused and dedicated Primary School educator with 8 years of experience. Passionate about educating children ages 3 to 7 using various activities and organizational tools. Expert developing lesson plans, creating custom class materials assigning classwork and grading tests. Diplomatic communicator when addressing parents and children regarding disciplinary actions. Proven history of improving student learning outcomes by adapting lesson plans to student needs. Dedicated to promoting academic performance and fostering social skills and character development. Positive aptitude driven to continue to learn and grow professionally. Understand and implement new technologies and teaching strategies. Excellent at working with different learning styles. Always eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

## Work History

2018-04 -  
2020-05

### Primary School Class Teacher

*Jaypee Public School, Noida, Uttar Pradesh*

- Kept classroom clean, organized, and safe for students and visitors.
- Built positive relationships with parents to involve families in educational process.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Taught lessons encompassing skill-building activities in speaking, writing, reading and listening.
- Promoted exploration of building blocks of learning by leading diverse, hands-on activities.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking and communication.
- Designed engaging and personalized instruction to nurture and empower students, resulting in positive learning outcomes and student goal achievement.
- Tutored over 300 struggling, average and advanced

## Contact

### Address

Noida, Uttar Pradesh,  
201304

### Phone

919810701239

### E-mail

sanaakhter39@gmail.com

### LinkedIn

<https://www.linkedin.com/in/sana-akhter-3253b0115>

## Skills

Play-based instruction

Classroom management

●●●●●  
Excellent

Activity Planning

●●●●●  
Very Good

Behavioral improvements

●●●●●  
Very Good

Student counseling

●●●●●  
Very Good

Team management

●●●●●  
Good

Teamwork

●●●●●  
Excellent

students from grade 1 and grade 2.

- Motivated students towards learning and studying to build self-confidence and reduce anxiety of failure in writing.
- Offered complete instructional support for students unable to attend regular classes due to some learning disability.
- Preparing courses for presentation to students according to the approved curriculum
- Teaching students using a systematic plan of lessons, discussions, audio visual presentations and field trips
- Assigning and correcting homework
- Preparing, administering and correcting tests
- Evaluating the progress of their students and discussing the results with the students, parents and school officials
- Identifying the individual learning needs of the children
- Preparing and implementing remedial programs for students who require additional support and help
- Participating in staff meetings, educational conferences and teacher training workshops

2014-04 -  
2018-03

## Pre-Primary Teacher

*Jaypee Public School, Noida, Uttar Pradesh*

- Kept classroom clean, organized, and safe for students and visitors.
- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children
- Lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity
- Plan and maintain an environment that protects the health, security and well-being of children
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members
- Observe children for signs of potential learning or behavioral problems and prepare reports for

Creativity



Word Processing



Problem Solving



Organizational Skills



Microsoft Powerpoint



Student engagement



## Languages

English



Hindi



Urdu



French



parents, guardians or supervisor

- Guide and assist children in the development of proper eating, dressing and toilet habits
- Organizing events like Interschool Competitions, Orientations, Summer Camp and Sport Events.
- Attend staff meetings to discuss progress and problems of children .

2013-04 -  
2013-12

### **Primary Teacher**

*Lotus Valley International School, Noida, Uttar Pradesh*

- Teaching students using a systematic plan of lessons, discussions, audio visual presentations and field trips
- Leading students in activities for promoting their physical, mental and social development in addition to their school readiness
- Worked with grade -2 students on reading comprehension.
- Preparing, administering and correcting tests
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.
- Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Evaluating the progress of their students and discussing the results with the students, parents and school officials
- Identifying the individual learning needs of the children
- Preparing and implementing remedial programs for students who require additional support and help
- Established and enforced rules of behavior to drive social development and maintain positive interactions.
- Participating in staff meetings, educational conferences and teacher training workshops

2012-03 -  
2013-03

### **Kindergarten Teacher**

*Indraprastha Global School, Noida, Uttar Pradesh*

- Pioneered multi-age kindergarten and first-grade class to build early literacy and math skills and promote independent reading.
- Instructed children between ages 4 and 5 on mathematical basics.
- Observed and assessed student performance and charted progress.
- Encouraged and prepared students to become independent readers through systematic, multi-sensory instruction in phonemic awareness and decoding skills.
- Delivered structured lessons on readiness skills by emphasizing phonics, language skills, literature and handwriting.
- Integrated outdoor education into lesson plans.
- Reported to parents and administration about student progress.
- Played games with students to increase understanding of subjects.

## Education

---

2002-05 -  
2003-06

### **Master of Arts: Education**

*Jamia Milia Islamia University - Delhi*

2000-05 -  
2001-04

### **Bachelor of Arts: Education**

*Jamia Milia Islamia University - Delhi*

1997-05 -  
2000-06

### **Bachelor of Arts: Political Science**

*Indraprastha College For Women, Delhi University - Delhi*

## Interests

---

Art and Craft

Baking & Cooking

Interior Decoration

Yoga & Zumba

## Craft

---

Love to do Art and craft activities like Origami, Clay art,  
Best out of waste and Drawing.

## References

---

- 1) Ms. Pooja Juneja  
Coordinator- Pre- Primary  
Indraprastha Global School  
Contact Detail  
Ph-9990610371
- 2) Ms. Rishija Mishra  
Primary Teacher  
Jaypee Public School  
Contact details  
E-mail-rishija.mishra1111@gmail.com  
Ph-9953839354