

Resume

Swapna Singh

"Look at the Performance not the Certificates"

Hyderabad, Telangana

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Name - Swapna Singh

DOB - 10/06/1985.

Age - 37

Education - PPTTC (TESOL ATI)

Experience - 17 Years

Designation - Teacher, Coordinator, Team Leader, Center Head, Trainer

As per my experience I strongly believe that an employee should be hired according to the Capability, Passion, Zeal, Work oriented, Quick Learner and Hard work rather than judging by seeing the certificates.

Because I take myself as an Example.

As I started my teaching career in 2007 with no high Degree, I just joined as a Teacher but by seeing my performance I have been upgraded as a class coordinator and then department coordinator where I headed around 45 teachers under me as a team leader. My passion did not end up there, after I became a team leader for preprimary and grade 1 Level my goal aimed for an own preschool and my hard work paid off I started my own preschool in 2019 June and I really feel very proud about it. So I say that Capability, Passion, Hard work, and Performance these all are very much important in order to have a great career rather than a highly qualified certificates. I as a Principal also hire my team by seeing the Passion and Capability but not by seeing their certificates.

Work Experience

Center Head (2019 - Till Date)

HPS kids Peerzadiguda - Hyderabad, Telangana

- Curriculum Designer,
- Coordinator,
- Activity Planner,
- Online Teacher,
- Teacher Trainer.

LIDO Learning Online Classes

Coding Tutor (2020 Oct to Feb 2022)

- Online Teaching
- Parent interaction
- Making the classes more interactive
- Grabbing student attention

- Completing the task in given time.

Pre Primary/ Grade I Coordinator (2016 June to 2019 March)

Birla Open Minds International School - Hyderabad, Telangana

- Micro Schedule Planner
- Team Management
- Parent Interaction
- Activity Planner
- Event Management
- Address the Parent Concerns.
- Class Observation.
- Window Observation.

Pre Primary Coordinator

GLOBAL INDIAN INTERNATIONAL SCHOOL - Hyderabad, Telangana

June 2011 to April 2016

- Micro Schedule Planner.
- Team Management.
- Parent Interaction.
- Activity Planner.
- Event Management.
- Addressing the issues.
- Class Observation.
- Window Observation.

Class Teacher for Grade 2

ST. Francis De Sales School. (Convent School) - Hyderabad, Telangana

March 2006 to October 2009

- Class Handling
- Record Maintainer
- Parent Teacher conference
- Organizing Activities

Education

Diploma in Pre Primary Teacher Training (Specialization in English)

TESOL (Teacher Training Institute) - Hyderabad, Telangana

June 2013 to March 2014

Higher Secondary (12th Pass) in Computer, Economics Commerce

Open University Telangana - Hyderabad, Telangana

April 2011 to April 2013

Diploma in Business Management

DBM IIIT Bangalore - Bengaluru, Karnataka

April 2001 to May 2003

Secondary (10th Pass) in SSC

ST. Joseph High school Ramanthapur Hyderabad (Board of Secondary Education Andhra Pradesh) - Hyderabad, Telangana

June 1999 to March 2000

Skills / IT Skills

- Microsoft Word
- Microsoft Word Excel
- Microsoft PowerPoint
- Communication Skills
- Administration
- Front office
- Team Management
- Curriculum Designer
- Activity Planner
- Punctual
- Work oriented
- Discipline
- Business Management
- Business Development
- Strategic Planning
- Management

Online Profile

<https://www.facebook.com/hps.s.39>

https://www.youtube.com/channel/UC_RFxV2gy9x4tlltUk-5zzw
<https://www.youtube.com/channel/UCoTMWfGGczrOyq54nsJy8rw>

Awards / Achievements

Best Team Leader

February 2017

Awarded as a Best TL in Shloka Birla School. LB Nagar .Hyderabad.

Thank You

B.Swapna Singh.