

Pooja Vora

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Mumbai, India 400012

SUMMARY

Experienced TEACHER with 2.5 years of experience in BYJU's. Works with students, parents and colleagues to educate well-trained aspiring arithmeticians. Innovative in bringing life and clarity to math classes for success beyond classroom walls.

Strong experience in AUSTRALIAN, UK, US curriculum. Hardworking and reliable with strong ability in knowledge building.. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS

- Hobbies:
- Social Work.
- Skills
- Enthusiastic Teacher eager to help students learn and develop in academic, social, and emotional areas.
- Proven ability to Improve student learning through tailored reading, writing and study skills.
- Ability to direct classroom environment and enhances student behavior through positive and forward-thinking approaches.
- Strong attention to detail and problem-solving abilities.
- Excellent teaching skills
- Leadership skills
- Managing skills
- Communication skills
- MS Office knowledge
- Work Ethic
- Reliable and Trustworthy
- Relationship Building
- Team Management
- Training & Development
- Team Building

EXPERIENCE

Math Instructor

BYJU's | Sep 2020-Current

- UK curriculum, Australian curriculum, Indian Curriculum) and Coding (Game Development , App
- Employed teaching and learning strategies that challenged abilities, interests and intellectual curiosity of students.
- Modified instructional methods and strategies to teach students with diverse needs.
- Planned and organized instruction and instructional delivery in innovative ways, maximizing student learning and academic excellence.

- Encouraged development of communication skills and higher critical thinking skills through appropriate writing assignments, classroom presentations and experiential learning.
- Evaluated and expeditiously returned student work to promote maximum student learning and engagement.

Intern

Little Heart's School | Oct 2019-Dec 2019

- Worked as an Intern.
- Managed kids from kindergarten to grade 2.
- Was responsible to take up morning prayers and handle the class with daily studies and extra-curricular activities, break and dispersal
- Worked alongside senior team members to learn related job tasks and roles.

Relationship Executive

ICICI Prudential Mutual Fund | Jan 2017-Jan 2018

- Established strategies to improve client acquisition, retention and satisfaction.
- Grew business with existing clients through upselling and recommending new services.
- Built trusted relationships with key client stakeholders to drive sales and revenue.
- Prepared and presented product presentations to key decision-makers to close sales.
- Partnered with sales team to identify, analyze and recommend solutions to drive client product utilization.
- Built long-term relationships with lucrative clients by utilizing active listening, effective communication and dynamic interpersonal skills.

Assistant Manager

Kotak Mahindra Bank | Jan 2016-Jan 2017

- Organized schedules, workflows and shift coverage to meet expected business demands.
- Worked closely with customers to understand needs and resolve diverse issues.

Supervisor

Mahesh Tutorials | Jan 2015-Jan 2016

- Responsible to handle the exam centres and students during board exams
- Defined appropriate metrics and measurements to drive results.

Teacher

Menon's | Jan 2014-Jan 2015

- Delivered best class experience for Math and Science for grade 6 to 10 for ICSE curriculum.
- Built and strengthened positive relationships with students, parents and teaching staff.
- Differentiated instruction according to student skill level.
- Established and enforced rules for behavior and procedures to maintain order among students.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.

Teacher

Altus Academy | Jan 2013-Jan 2015

- Built and strengthened positive relationships with students, parents and teaching staff.
- Differentiated instruction according to student skill level.

- Established and enforced rules for behavior and procedures to maintain order among students.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.

EDUCATION AND TRAINING

EARLY CHILDHOOD CARE AND EDUCATION: EDUCATION

National Academy | Mumbai | June 2020

FRENCH A1: LANGUAGE

CAMBRIDGE SCHOOL | MUMBAI | June 2020

MASTER OF COMMERCE: MANAGEMENT, FINANCE, MARKETING

MUMBAI UNIVERSITY | MUMBAI | June 2018

BACHELOR OF MANAGEMENT STUDIES: MANAGEMENT, FINANCE AND MARKETING

MUMBAI UNIVERSITY | MUMBAI | June 2016

HIGH SCHOOL: HUMANITIES

SMT. SULOCHANADEVI SINGHANIA SCHOOL | THANE | June 2013

SCHOOL

VASANT VIHAR HIGH SCHOOL ND JR. COLLEGE | THANE | June 2011

INTERESTS

Awards , Outstanding knowledge and skills in Basics of App Development. Outstanding knowledge and skills in iOS and Android App Development. Certified Microsoft Innovative Educator. Certified EECED trainer/ teacher. Recognition of Milestone Achieved for New Fund Offer – Value Series 17. Recognition for valuable contribution in ICICI Bharat Consumption Fund Series 1 Recognition for outstanding performance in Mumbai Zone contest DANGAL Recognition of Milestone Achieved for New Fund Offer – Value Series 19. Award of academic excellence for Distinction Holder 2015-2016. I hereby affirm that the information in this document is accurate and true to the best of my knowledge POOJA VORA

LANGUAGES

- English , Hindi , Marathi, Gujarati.

LANGUAGES

English: First Language

Hindi: C2

Proficient

Gujarati: C2

Proficient

Marathi: C2

Proficient

CERTIFICATIONS

- Certified Early Childhood Care and Education - 2020