

IBEMCHA KONTHOUJAM

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Dubai

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PROFESSIONAL SUMMARY

Enthusiastic Primary School Teacher eager to help students learn and develop in academic, social and emotional areas.

WORK HISTORY

8/2021 - *present*

Taleem, Dubai School – Mirdif | Dubai, UAE

Learning Assistant

05/2018 - 03/2021

Public School | Ningthoukhong, India

Primary Teacher

05/2015 - 06/2017

VIBGYOR High | Bengaluru, India

PRIMARY TEACHER

02/2012 - 02/2015

BHUBON High School | Bishnupur, India

PRIMARY TEACHER

07/2009 - 07/2011

EMMC, Ministry of Information and Broadcasting | New Delhi, India

Media Monitoring Executive

KEY FUNCTIONS

- Developed lesson plans to meet curriculum standards
- Delivered engaging, coherent lectures and motivating lessons to students across all Key Stages. Utilized learning technology in the planning and delivery of lessons
- Helping children who need extra support to complete tasks.
- Monitoring and recording students activities and assessments.
- Modified assignments and activities to meet the learning needs of individual students – Identified and sorted into small, similarly skilled group
- **Classroom management:** Prepared classroom and coursework materials, homework assignments, and handout
- **Appropriate instructional materials for classroom**



SKILLS

- Classroom engagement techniques
- IEP Documentation
- After-School Programs
- Classroom Management & Discipline
- Formal & Informal Learner Assessment
- Communication and sociability
- Student Engagement
- Ability to Follow Lesson Plans
- Student Records Management
- Parent / Teacher Communications
- Good knowledge in art and craft
- MS-Office: Word, Excel, PowerPoint

EDUCATION

2015

Indira Gandhi National Open University | Imphal, INDIA

Master of Arts: English

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2009

Punjab Technical University | New Delhi, INDIA

Master of Mass Communication

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instruction: Organized/delivered classroom lectures to students; arranged extra-curricular activities and set targets for pupil

- **Evaluated the student's class work and assignments:** Graded tests, essays, reports and other assignments (Regularly provided students with feedback in line with the faculty assessment systems)
- Ability to teach drawing, painting and crafting to the students
- Promoting language development skills through reading and storytelling
- Establishing and maintaining a safe play environment for the children
- Coordinated field trips with other teachers and the head teacher to local parks, fire stations and zoos
- Identified warning signs of emotional and developmental problems in children

OTHER NOTABLE PERFORMANCE

- **Communicated with parents, students and the teaching administration** – Met with students, parents and other educators on a constant basis to discuss student progress
- **Maintained discipline in the classroom** – Created a vibrant teaching atmosphere. Recorded and maintained accurate student attendance records and grades. Worked in accordance with school behavior policy to set high standards and expectations for student
- **Attended and contributed to school meetings and weekly briefing** – Worked as a team supporting school teachers in spreading and sharing good practices
- Tracked progress through assessment and reporting within own teaching groups
- Identified students at risk of underachievement and ensured that appropriate interventions were in place

2007

Manipur University | Imphal, INDIA

Bachelor of Arts: English

CERTIFICATIONS

Bachelor of Education from
Manipur University - INDIA -
2013

Qualified Central Teacher
Eligibility Test (CTET) - INDIA -
2016

INTERNEED/PROJECT

Interned from Prasar Bharati,
Dooradarshan News, New
Delhi - 2009

VISA STATUS

Employment VISA