

VAISHNAVI KUMARI

PRIMARY & MIDDLE SCHOOL EDUCATOR

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PROFESSIONAL SUMMARY

Enthusiastic, patient, and dedicated educator with a strong background in Commerce and practical teaching experience. Skilled at developing interactive lesson plans, simplifying complex concepts, and fostering positive, inclusive classroom environments. Adept in parent-teacher communication, student assessment, and incorporating creative activities to enhance student academic performance and character development.

TEACHING & PROFESSIONAL EXPERIENCE

Primary & Middle School Teacher — Patna, India

6 Months

- Delivered structured, engaging lessons in Basic Mathematics, English, and Social Studies / Commerce to primary and middle grade students.
- Formulated innovative lesson plans, learning aids, and practical exercises tailored to accommodate diverse learning styles.
- Conducted regular quizzes, assignments, and periodic assessments to monitor student progress and provide targeted academic support.
- Maintained regular, constructive communication with parents to discuss student development, behavior, and academic milestones.
- Fostered a well-managed, respectful, and motivating classroom atmosphere that encouraged active student participation.

Administrative & Customer Support Associate — Patna, India

Prior Experience

- Customer Relationship Executive (CRE - 2 Mos):** Resolved inquiries, maintained accurate records, and honed active listening and interpersonal dispute-resolution skills.
- Front Desk & Operations:** Managed daily scheduling, visitor reception, student/client record keeping, and logistical coordination with strong organizational efficiency.

EDUCATION

Bachelor of Commerce (B.Com) — JD Women's College, Patna

3rd Year (Ongoing)

Higher Secondary Certificate (Class 12 - Commerce) — Shree Ram Janki Saraswati Vidya Niketan

2023

Secondary School Examination (Class 10) — A.S. Patna Central School

2021

KEY SKILLS & COMPETENCIES

Pedagogy & Teaching:	Lesson Planning, Interactive Learning, Classroom Management, Student Mentoring
Subject Proficiency:	Basic Mathematics, Commerce, Social Science, English Grammar & Reading
Communication & Soft Skills:	Parent-Teacher Coordination, Conflict Resolution, Empathy & Patience, Public Speaking
Technical & Admin:	Basic Computer Proficiency (MS Word, Excel, PowerPoint), Record Keeping, Time Management

EXTRA-CURRICULAR & INTERESTS

- Creative Arts & Dance:** Experienced in guiding and coordinating students for school cultural performances and annual events.
- Literature & Reading:** Reading fiction and educational literature to inspire storytelling and vocabulary building in classrooms.