

**Maria Kumudni Tigga**

A-3 Aya Nagar Phase-1  
Mehrauli Gurgaon Road  
New Delhi-110047

India

Mobile: +919899747656

E Mail id - [maria.tigga@yahoo.co.in](mailto:maria.tigga@yahoo.co.in)

[mariatigga@gmail.com](mailto:mariatigga@gmail.com)

[mariaktigga@gmail.com](mailto:mariaktigga@gmail.com)



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**CURRICULUM VITAE****CAREER PERCEPTION**

- To utilize my capabilities in an effective manner for the development of the organization and self with loyalty.
- Looking for an environment where I can prove my ability, working knowledge and problem solving capability through my sincerity, dedication & hard work.

**ACADEMIC QUALIFICATION**

- Graduate from Delhi University in BA (VOC) TOURISM from College of Vocational Studies (2006).
- Passed XII from C.B.S.E. Board from Holy Child Auxilium School, New Delhi (2003).
- Passed X from C.B.S.E. Board from Holy Child Auxilium School, New Delhi (2001).

**PROFESSIONAL QUALIFICATION**

- Done BACHELORS OF EDUCATION (B.Ed) from DELHI UNIVERSITY (2009-2010).
- Teaching subjects: English, Hindi, Mathematics, E.V.S
- Cleared CTET (Central Teacher Eligibility Test) both levels in 2010.

**WORK EXPERIENCES**

- Currently working as Educator and Coordinator with Vega School (an innovative school), Sohna Road, Gurgaon (Haryana) India. (2017-till date)

- Worked as an Education Coach with Xseed, Gurgaon (Haryana) India. (2016-2017)
- Worked as an Educator with The Heritage School (an experiential learning school) currently known as Heritage Xperiential Learning School in Junior Program, Gurgaon (Haryana) India. (2011-2016)
- Worked as Passenger Service Agent with Lufthansa German airlines and Emirates airlines in Indira Gandhi International Airport Terminal 2 New Delhi India. (2007 – 2009)
- Worked as Customer Support Professional with Multi National Companies. (2006 – 2007)

### **RESPONSIBILITIES UNDERTAKEN**

- Developing lesson plans as per curriculum.
  - Coaching teachers and conducting workshops for teachers.
  - Observing the delivery of the lesson plan and providing feedback accordingly.
  - Conducting continuous assessment of children to track their progress.
  - Responsible to conduct extracurricular activities for the students.
  - Helping and guiding the students who need support in their curriculum.
  - Arrange Parents Teacher Meeting.
  - Maintain discipline in the classroom.
  - Maintaining the attendance record of students.
  - Maintaining up to date classrooms display.
  - Help managing student behavior.
  - Preparing reports fortnightly updates for parents of the classroom.
  - Conducting Parents orientation and workshops.
  - Organising Events.
- School Internship Programme in Sarvodaya Vidyalaya no 1, R.K.Puram Sector -3, New Delhi.
  - Done Community Service in college library.

### **PROFFESIONAL ONLINE TRAININGS**

- Completed Online training on Leaders of Learning from HarvardX
- Completed Online training on Teach2030 Head Teacher Training Course from Alison.

- Completed Online training on Fundamentals of Storytelling in Education for Teachers and Trainers from Alison.
- Completed Online training on Teaching English Online From Cambridge Assessment English.
- Completed Online training on What is Leadership? from Future Learn.

### **EDUCATIONAL VISITS**

- Stonesfield School, New Zealand
- Freemans Bay School, New Zealand
- American School of Bombay, Mumbai, India
- Next School, Mumbai, India

### **PROJECTS UNDERTAKEN IN B. Ed:**

- Case Study of a special child, gifted child (advanced learner) and normal child.
- Case Study of children among different age groups to recognize Cognitive Development (Construction of Knowledge).
- Textbook Analysis.
- Achievement Test and Achievement Test Report.
- Health Project on Safety Measures in school.
- School Project on Mid Day Meals in school.
- Library Management.
- Resource Room Management.
- Syllabus Criticism.
- Student portfolio for assessment.

### **CO - CURRICULAR ACTIVITIES**

- Participated in various cultural events of YMCA.
- Participated in intra college literary and cultural events.
- Participated in fine arts competition and won many accolades in school.

### **EDUCATIONAL WORKSHOP**

- Conducted workshops on Progression of English Language reading and writing.
- Conducted workshops on Implementing Differentiation in curriculum.
- Conducted workshops on CRM.
- Conducted workshops on Project base learning.
- Attended workshops on utilization of art and craft in education.

- Attended workshops of Jodo Gyaan (designs math curriculum across India).
- Attended workshops on usage of story books in primary years.
- Attended in house workshops on
  - Curriculum planning
  - Usage of displays in the classroom
  - Self-development
  - Learning cycle
  - Circle time
  - Language in early years
  - Learning through games
  - Essentials of story telling in early years.

### **PERSONAL SKILLS/TRAINING:**

- Excellent communication skills to deliver & present lessons in an interesting manner.
- Have creative bent of mind which helps in delivering lessons through various modes of learning.
- Have a caring attitude to attend to children's needs and concerns in time.
- Possessing good research skills and an enthusiastic mindset towards learning.
- Trained in Child Psychology, Pedagogy of Social Science, Primary Environmental Studies, Mathematics and Language (English and Hindi).

### **COMPUTER PROFICIENCY**

- Competent in working with MS-OFFICE.
- Prepared reports and assessment online.
- Updating of yearly academic records.

### **PERSONAL INFORMATION**

DOB	22-08-1985
Father's Name	Norbert Tigga
Mother's Name	Emrentia Tigga
Religion	Christianity
Marital Status	Married
Languages Known	Excellent working knowledge of English and Hindi
Passport Number	T5629152
Hobbies	Painting, Dancing, Travelling
Countries visited	USA, Japan, Israel, Jordan, New Zealand, Thailand, Switzerland

Place: New Delhi

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