224 Alex Polowin Avenue, K2J 6E7

Tel: 613-805-2822

**HIGHLIGHTS OF QUALIFICATIONS**

* Over 4 years of retail experience with naturally good with numbers, handling cash and stocks with a genuine smile
* Over 10 years of teaching and public relations experience with natural tendency to remain patient, alert and compassionate with people and kids under mixed circumstances
* Aptitude to remain flexible, ensuring every child’s learning style and abilities are addressed
* Excellent interpersonal and communication skill with children to foster meaningful relationship with students, staff and parents

**EDUCATION & TRAININGS**

Bachelor of Education (IGNOU) (Language Training and Social Science) **Aug 2008 to May 2011**

Early Childhood and Education Diploma**July 2006 to Aug 2007**

Bachelor of Arts**June 1995 to April 1998**

***Evaluated by International Credential Assessment Service of Canada (ICAS) in 2014***

**WORK EXPERIENCE**

**Home Daycare provider:- ( From April 2021 till now)**

1. **Supervise and care for children in employer's or own residence**
2. **Bathe, dress and feed infants and children**
3. **Prepare formulas and change diapers for infants**
4. **Plan, prepare and serve meals for children and may perform other housekeeping duties**
5. **Maintain a safe and healthy environment in the home**
6. **Instruct children in personal hygiene**
7. **Tend to the emotional well-being of children and support their social development**
8. **Discipline children according to the methods requested by the parents**
9. **Provide age-appropriate educational training through organized activities such as games, crafts, reading and outings**
10. **Take children to and from school and appointments**
11. **keep records of daily activities and health information**

**Education Assistant- Brightpath Montessori ( 3500 Fallowfiled road) Jan 2020- Apr 2021**

* Teaching kids about alphabet, numbers, rhymes
* Keeping record of kids attendance, time sheet, supplies etc.
* Assisting kids in their routines
* Helping children with personal hygiene
* Maintaining cleanliness in activity areas
* Reading to toddlers and young children
* Providing mental stimulation to babies and toddlers through games and activities
* Helping with homework
* Preparing and serving nutritious meals

. Providing emotional support

**Customer Service Assistant - Tim Horton (Laporte St. Rockland)June 2015 till March 2017**

* Generated repeat customers by courteous food and beverage service
* Prepared delicious Tim Hortons sandwiches and snacks as per the order
* Kept the surroundings organized and clean for a pleasant work and customer service
* Handled cash and card payment register to tally
* Enjoyed fast paced working environment as a team with a pleasant outlook

 **Assistant - Mac's/Shell Gas station (Chamberland St. Rockland) April 2015 to June 2015**

* Handled register for cash and card payments
* Handled various lotteries sales
* Sold cigarettes & cigars after age verification
* Tallied cash & inventory

**Day Care Volunteer - Goodlife Fitness - Barrhaven Nepean, July 2014 to April 2015**

* Maintained secure and energetic environment for safe and happy kids

**Cooking Assistant - Kids-PC Cooking School – Collage Sq. Nepean May 2014 to Dec 2014**

* Trained and demonstrated method and use of food ingredients for cooking to kids

**Pre Primary Teacher - Children’s World Academy August 2012 to February 2014**

* Organized and managed groups or individual students ensuring differentiation of learning needs, reflecting all abilities
* Lead students through creative play and hands on activities
* Taught techniques of how to use different materials for painting, etc.

**Sales Assistant – H & M Nov 2011 to July 2012**

* Advised and help customers with current fashion trends
* Maintained and improved store and stockroom tidiness standard
* Kept track of garment styles and size inventory
* Handled cash and card payment register

**Pre Primary School Teacher- Kalpa School June 2010 to April 2011**

* Designed and developed curriculum to meet the academic, intellectual and social needs of students
* Adopted and innovative methods to achieve academic excellence
* Assessed students’ performance through anecdotal records, self-assessment and child performance, student-teacher conferencing, peer evaluation, student portfolio

**Early Childhood Educator- Hansel school June 2008 to May 2010**

* Developing a careful and creative programme suitable for preschool children.
* Employing a variety of educational techniques ( story telling, educational play, media etc.)
* Observing each child to help them improve their social competencies and build self esteem.
* Encourage children to interact with each other and resolve occasional arguments.
* Teaching various manners and exercises through action songs.
* Use play and learn methods for everything children need to do.
* Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum ( identify shapes, numbers or colours, do crafts etc.)

**Early childhood Educator - Mother’s pet Kindergarten June 2006 to June 2008**

\*Worked with an interdisciplinary team member to evaluate children’s progress and recommend appropriate learning plans.

\* Fostered reasoning and problem solving through active exploration games and activities.

\*Establish daily routines that are easy for the children to follow.

\* Identify children showing sign of emotional, developmental, or health related problems, and discuss with supervisor, parents or guardians, and child development specialists.

\* Provide a variety of materials and resources for children to explore,manipulate and use, both in learning and in imaginative play.

\*Establish and enforce rules for behaviour and procedures for maintaining order.

**Early Childhood Educator- Sandipani School June 2005 to June 2006**

* Organized and managed groups or individual students ensuring differentiation of learning needs, reflecting all abilities
* Lead students through creative play and hands on activities
* Taught techniques of how to use different materials for painting, etc.
* Meet with parents and guardians to discuss their children’s progress and needs, determine their priorities for their children, and suggest ways that can promote learning and development.
* Enforce all administration policies and rules governing students.
* Prepare material and classroom for class activities.
* Manage day to day classroom activities, including structured lessons, free play, bathroom breaks,
* lunch time and rest time for students.

**Grocery Manager- Nagpur store Feb 2001- Apr 2005**

* Keeping inventory of all the items in shop
* Ordering new order to suppliers and keeping record of it.
* Checking delivery items and store in godown
* Keeping items on sale which about to expire.
* Hiring staff for helping
* Distributing salaries to staff
* Managing bank account and keeping good relation with bank staff
* Daily and Monthly calculation of selling and calculating profit and loss
* Meeting with suppliers
* Managing customer’s account.

**ADDITIONAL (Part-time) SKILLS**

**Abacus teacher May 2007 to April 2011**

* Improved the mental capacity and speed of thinking and writing

**Home Tutor June 2008 to April 2011**

* Improved learning ability by removing hurdles in student’s academic and non-academic studies

**Art and Craft Teacher May 2006 to May 2008**

* Taught how to play with colours
* while using day to day things.
* Reference:
* Pooja Chaudhary: colleague ( Kalpa School) :-+91-92461 83002
* Julie Armstrong : supervisor (Tim Horton) :- +1-613-297-3680