



Meenu Mehta

New Patel Nagar  
Jalandhar, Punjab

Key Skills  
Excellent with children  
Communication skills  
Strong work ethic  
Professionalism  
Experience

Worked at Lawrence International School

Working at C.T Public School

### Responsibilities

- Conveyed lessons to various students in accordance with the course curriculum.
- Prepared lesson plans, activities and tests for students. Evaluated students' performance in class and their attendance.
- Assigned homework and additional activities to the students for their improvement.
- Participated and prepared students for quiz bees and academic competitions.
- Taught different aspects of English such as Grammar, Writing and Pronunciation.
- Provided advice and counselling to individuals regarding English related issues.
- Evaluated the performance of each student in terms of fluency in English.
- Prepared reports of students' performance.

### Personal Qualities

Good listening skills

Planning and organisational skills

Patience

Education

- Bachelor of Education

Achievements

CCE co ordinator

Exam head

Believe in giving my best in teaching.

Appreciation from parents and higher authorities

Coordinated many school events and won many positions.