

JEFFIES SARA ABRAHAM

Teacher

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Kodaikanal, India 624101

ACADEMIC QUALIFICATIONS

Post-Graduation Diploma, Special Education Needs Program
Asian College of Teachers, Mumbai
January 2021 - January 2022

Bachelor of Education
MDU, Delhi
June 2018 - June 2020

M.Phil., Public Administration
Madras Christian College, Chennai
June 2016 - June 2017

Masters of Arts, Public Administration
Madras Christian College, Chennai
June 2014 - June 2016

Post Graduate Diploma, Human Resource Management
Madras Christian College, Chennai
June 2015 - June 2016

BA (Hons.), Political Science
Jesus And Mary College, Delhi
June 2011 - June 2014

PROFESSIONAL SUMMARY

Passionate and dedicated educator seeking a position where I can inspire young minds, foster academic growth, and promote holistic development through innovative teaching practices.

SKILLS

Strong Communication Skills – Able to explain concepts clearly and adapt language for different learning levels.

Patience and Empathy – Understanding and supportive toward students with varied learning needs and challenges.

Assessment and Evaluation – Monitors student progress and uses data to adjust instruction.

Collaboration – Works effectively with subject teachers, parents, and specialists to support student development.

Differentiated Instruction – Skilled in modifying teaching strategies to cater to individual learning styles and abilities.

WORK HISTORY

January 2024 - Current
Kodaikanal International School - Learning Resources Teacher, Kodaikanal

- Provide targeted support and adapt instruction for diverse learners to promote academic success and inclusion.
- Evaluated student progress regularly through formative assessments, adjusting instruction as needed to maximize growth potential.
- Coordinated special education students and teacher assistant schedules with master schedule.

January 2021 - December 2021
Beyond Skool - Leadership Communication Teacher, Mumbai

- Company Overview: Mumbai
- Mumbai

January 2017 - December 2021
The Heritage School - Social Studies Teacher, Delhi

- Company Overview: Delhi
- Delhi

PERSONAL DETAILS

Date of Birth: April 26, 1993
Nationality: Indian
Marital Status: Married
Gender: Female

January 2016 - December 2017
Madras Christian College - Guest Faculty, Diploma in Human Resource Management, Chennai

- Company Overview: Chennai
- Chennai

ACHIEVEMENTS

- Mentor & Event Organizer: Led and organized intra and inter-school Model United Nations (MUN) events.
- Certification in Instructional Leadership (CPIL)
- Drama for Learning Facilitator: Utilized drama techniques to foster learning and student engagement.
- Certified IB Examiner: Examiner for the World Studies Extended Essay.
- Merit Awards: Certificate of Merit for Academic Excellence (2014-15), Certificate of Excellence for Outstanding Performance (2015-16)
- Research & Publications: E-Democracy: A Progressive and Digitized Vision | University of Madras, Integrated Water Resource Management: Modernization and Efficient Management of Irrigational Tanks | Annamalai University

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- Gender: Female
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- Marital Status: Married