

## CURRICULUM VITAE

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### Personal summary

I am an experienced and focused person, committed towards promoting education to the young children. Passionate about giving the best education, enjoy working in a busy environment and relishes the challenges of managing a diverse work-land.

### WORK EXPERIENCE

**Job Profile : Since July 2017 – Working as Manager – Business Process Development with Torinit Technologies Pvt. Ltd., an IT startup.**

**Job Profile: From Apr'2014 – June 2017 - Worked as Coordinator cum assistant Teacher in a Private school.**

### JOB FUNCTIONS

- Responsible for assisting the education and social development of the pupils under the direction and guidance of the principal.
- In charge organizing classes and respond to the strength and needs of the students during lessons
- Planning and delivering well-structured lessons which engage and motivate students
- Supporting the school in delivering the curriculum effectively
- Achieving and maintaining high standards of care and education
- Have done basic counseling of parents and discussions on their child's behavior at home and made improvement plans for better family relationships
- Exploring and developing techniques for children with special needs. Assisting the teachers while dealing with such students
- Executing seminars to develop the social, behavioral and thinking skills
- Assessing children on life skills and inculcating moral values in them
- Finding new methodologies and assisting in making new policies for the improvement of weak students
- Making group discussions with teachers and amending teaching aids.
- Kindle the hidden potential within the students, encourage and support them to work upon it
- Providing career guidance, facilitating students on personality development, analytical skills and other related programs

## **June 2012- 2014**

Established/ Partnership firm (under Indian partnership Act 1932) on freelancing basis, provided life skills training to various school students and teachers.

### **JOB FUNCTIONS**

- Has provided experiential learning Life Skills based workshops to school children.
- Has taken training for teachers & working professionals.
- Has planned and executed training completely tailored as per the requirements of the participants.
- Has worked closely with the children and provided guidance to them on their behavioral, emotional, intellectual and social needs.

**Dec 2011 – May 2012** – Process Manager with Forbes Marshall, Pune

**Feb 2010 – Oct 2011** - Process analyst with Volkswagen India Pvt. Ltd., Pune

### **JOB FUNCTIONS**

- Formulated and documented business requirement
- Have used project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- Have taken responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans, which ensure acceptable quality and integrity of the system
- Created user training documentation, and conducting formal training classes
- Acted as a central reference and information source, providing guidance and assistance in the system project decision making process.
- Have done Process Auditing using manufacturing principles

### **EDUCATIONAL QUALIFICATIONS**

- **MASTER OF BUSINESS ADMINISTRATION (Operations Management)**  
Sadhana Centre for Management and Leadership Development, Pune
- **BACHELOR OF COMPUTER SCIENCE (MATHEMATICS, COMPUTERS, PHYSICS)**  
Dev Samaj College for Women, Ferozepur (PUNJAB)
- **SENIOR SECONDARY (Mathematics, Physics, Chemistry)**  
Dev Samaj College for Women, Ferozepur (PUNJAB)
- **HIGHER SECONDARY (CBSE)**  
DAV Public School Talwandi Bhai (PUNJAB)

### **Computer Proficiency**

Microsoft Project Management, MS Office, MS PowerPoint, MS Word, HTML

### **Languages Known**

English, Hindi, Punjabi

### **Key Skills**

- Familiar with a variety of approaches to teaching pupil.
- Able to create a vibrant and effective teaching environment
- Having the ability to motivate and earn the respect of students

### **Managerial Skills**

- Leadership Qualities, Team Management, Communication Skills, Critical Thinking