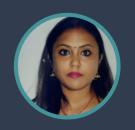
# Jaya Joseph



| jayajoseph.002@gmail.com



8860818434



Gurgaon, India

## **EDUCATION**

**UGC-JRF** (Sociology) qualified **University Grants Commission** 

06/2023

**UGC-NET** (Sociology) qualified (thrice)

**University Grants Commission** 

2023

**MA Sociology** 

IGNOU

01/2020 - 12/2021

B.Com

University Of Delhi

07/2009 - 08/2012

12th (Senior Secondary School)

**CBSE Board** 

04/2007 - 03/2008

10th (Secondary School)

**CBSE Board** 

04/2005 - 03/2006

# **WORK EXPERIENCE**

**Faculty (UGC NET)** 

**Human Peritus** 

09/2023 - Present

**Education Mentor (Volunteer)** 

Claylab Education Foundation

12/2022 - 03/2023

**Technical Support Executive** 

Concentrix Daksh Services Pvt. Ltd.

05/2015 - 07/2016

Gurgaon, India

**Customer Support Executive** 

Sitel India Pvt. Ltd.

09/2017 - 07/2018

Gurgaon, India

# **SKILLS**

Strong curriculum development skills.

Sound knowledge of human migrations, ethnicity., cultures and their history and origins

Excellent motivational, teaching and mentoring skills

Strong written and verbal communication skills

## **CERTIFICATES**

Basic Course on MS-Office & Tally 9 (09/2009 - 02/2010)

MS- Windows, MS-Word, MS-Excel, Tally 9, Internet & Email

Basic Course on Designing (06/2006 - 12/2006)

MS-Windows, Pagemaker, Coreldraw, Photoshop

### **LANGUAGES**

Full Professional Proficiency

Full Professional Proficiency

Malayalam

Limited Working Proficiency

#### INTERESTS

Reading Books

Music

Meditation