

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

Excellent classroom management skills.

Adaptability

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

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Malayalam
Limited Working Proficiency

INTERESTS

Reading Books

Music

Meditation