

Gunjan Chawda

Objective:- Passionate teacher utilizing instructional design to foster positive learning and support students' goals."



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31-July-1996

EDUCATION

- Post Graduate Diploma in Computer Applications (PGDCA) from Makhanlal Chaturvedi National University (MCU) with 73%
- Diploma in Elementary Education (D.El.Ed) from National Institute of Open Schooling (NIOS) with 71.14%
- Bachelor of Science (B.Sc) in Computer Science (CS) from Devi Ahilya Vishwavidyalaya (DAVV) with 59.80%
- 12th Grade with Mathematics stream from MP Board with 65%
- 10th Grade from MP Board with 75%

EXPERIENCE

June 2018 - Present

Dhar

Ideal Public Higher Secondary School

- Mentored and coached new teachers to improve instructional practices and support professional development.
- Utilized technology to enhance student learning and engagement.

July 2017 - May 2018

Amjhera

Mangalam Public School

- Designed effective lesson plans to promote student engagement and academic growth.
- Engaged in reflective practice to continually improve teaching strategies and student outcomes.

SKILLS

- **Languages:** English and Hindi.
- **Computer skills:** Acquired through PGDCA and Bsc(CS), this includes proficiency in software and hardware, programming languages, and knowledge of operating systems and networks.
- **Instructional design:** Acquired through D.El.Ed, this includes designing effective lesson plans and learning experiences that meet the needs of diverse learners.

I hereby declare that the information furnished above is true and best of my knowledge.

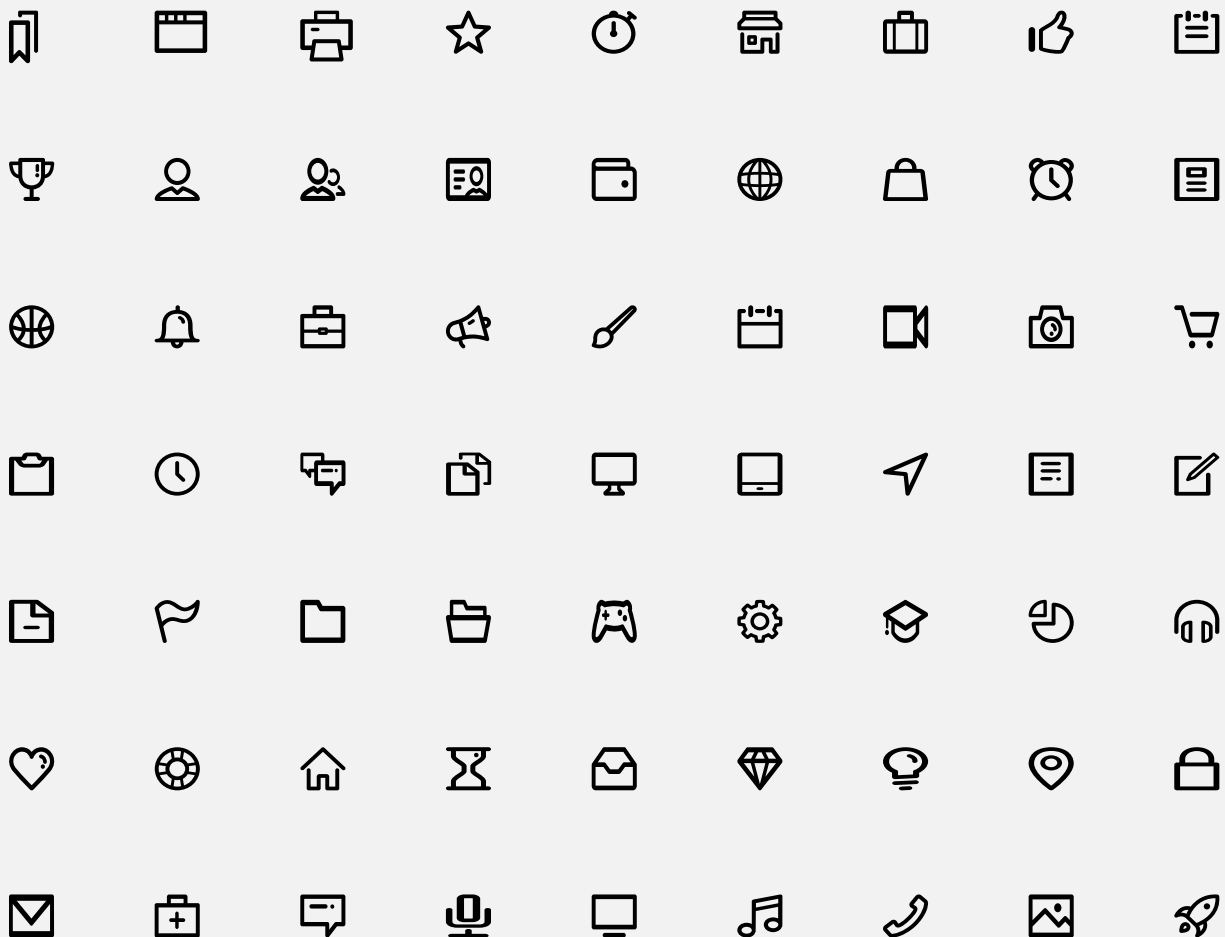
Date :-

Place :- Dhar

(Gunjan Chawda)

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PASTE IT IN YOUR TEMPLATE.



To adjust the color: select the icon, right-click format shape and go to
fill color.

Summary

- Keep your summary short and straight to the point. You can always elaborate during the interview. The optimal length for a professional summary is between 50 and 100 words.
- Tailor the summary to the job you are applying for. Show the employer exactly why you're the best fit for this position.
- Be specific about your background, skills and goals.

INSTRUCTIONS FOR RESUME EDITING

Education

- Start off by listing your degrees from most recent to oldest.
- If you have still not graduated, list the date you expect to graduate.
- High school graduation shouldn't be mentioned on your resume unless you haven't gone to college.
- Mention any scholarships, honors, awards, and professional certifications you have earned.

Experience

- Your most recent or current job should be listed first. Then, work in reverse chronological order, from your newest to your oldest jobs.
- When describing your job duties, avoid using personal pronouns like "I, " "me" , "my" etc.
- Showcase your skills by using strong action verbs ("led," "organized" , "coordinated"). Use figures to add value when possible.
- Use bullet points to list your job responsibilities in short, direct sentences.

Skills

- List your top skills. The more relevant they are to the job you are applying for, the better.
- Use one or two keywords, not complete sentences. For example: "Project Management", "Online Marketing", "HTML", "SEO", etc.
- Make sure to include all important skills for the job you are applying for, even if you are not proficient on some of them.
- Keep it short. Try to showcase no more than 8 skills.