

# Puja Premdas Kalmegh

## CONTACT

**Email:** [pujapkalmech@gmail.com](mailto:pujapkalmech@gmail.com)

**Phone:** 8208568394

**Address:** KK Angelica, Nr Vidnyaharta  
Hospital, Kalewadi-411 017

## SKILLS

Excellent communication  
Highly patient  
Enjoys teaching  
Loves children  
Pleasing personality  
Goal – oriented  
Highly organized  
Punctual  
Love creativity

## EDUCATION

**Degree In Computer Science  
And Engineering - 2015**

Prof. Ram Meghe Institute of  
Technology And Research, Amravati.

**Diploma In Computer Science  
And Engineering - 2012**

P. R. Pote Institute of Polytechnic  
And Technology, Amravati

## RESUME OBJECTIVE

Enthusiastic, passionate and well-experienced Teacher Assistant with great communication skills, loves children and dedicated to teaching seeks to build a career with a highly-respected educational institution committed to education and the development of fine, well-mannered and productive members of society.

## EXPERIENCE

**PODAR JUMBO KIDS, AMRAVATI (2017-2019)**

**ASST. TEACHER**

Duties and Responsibilities:

- Assists primary teacher in managing classes.
- Coordinates with teacher on the day's agenda.
- Checks attendance of students.
- Prepares lesson plans and materials.
- Conducts lessons under the guidance of the main teacher.
- Conducts tutorial lessons to individual or small groups of students.
- Assists and supervises students during field trips.
- Conducts demonstrations as required by the lesson plan.
- Distributes all required school materials to students.
- Oversees safety and well-being of students.
- Maintains cleanliness of classroom and work areas.