

**Puja Premdas Kalmegh**

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**CONTACT**

**RESUME OBJECTIVE**

**SKILLS**

**EDUCATION**

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.

**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 primary 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.

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

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

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

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

2007 - 2013

**EXPERIENCE**

Excellent communication Highly patient

Enjoys teaching

Loves children

Great people skills

Pleasing personality

Excellent disposition

Goal – oriented

Highly organized

Punctual