**REENA BALA**  E-mail -Reenabala51@gmail.com

Bijwasan, New Delhi

Phone no - 8802060928

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**Professional Objective**

Seeking a position as a IT Faculty/Computer Teacher in an organization allowing me an opportunity to implement my practical knowledge to shape up the next generation.

**Qualification**

• B.sc with Comp. Science from M.D.U (2010)

• M.C.A from M.D.U (2012)

• CCA Certificate from Literacy India

**Experiences**

Working with Literacy India since May (2023) as an IT Faculty. Here my responsibilities are

- Classroom Management

- Student Assessment

- Report Writing

- Project Coordination

- Teaching and Instruction

Experience: Assistant Manager - Sales

Banking, Gurugram, Haryana In HDFC Bank April (2010) – Dec (2012) my responsibilities were

- Sales Strategy Development

- Team Leadership and Coaching

- Business Development

- Client Relationship Management

- Market Research and Trend Analysis

**Relevant Skills**

• MS Office

* Presentation/ Slideshows
* Spreadsheets
* Web Designing- Html, Css, JavaScript
* Software Skills- JavaScript, Python,
* Email
* Social Media

**Personal Skills**

* Communication
* Ability to explain with ease
* Planning and Execution
* Assessment Tools
* Creative Questioning
* Management

**Personal Details**

Date of Birth: 21-11-1988

Language Known: Hindi, English

Nationality: Indian

Marital Status: Married

Date: Reena Bala