

## EDUCATION

### **B.A. Programme, Arts**

Delhi University

1997 - 1999

Percentage: 45.00%

### **Senior Secondary (XII), Arts**

NIOS

(NIOS board)

Year of completion: 1995

Percentage: 50.00%

## JOBS

### **Teacher**

Don Bosco English School, Ahmedabad

Sep 2009 - Present

### **TEACHING AND COORDINATOR**

Little Angles Play School, Ahmedabad

Jul 2007 - Sep 2009

### **Co Ordinator**

Satyam Children Academy, Ahmedabad

Jul 2005 - Jun 2007

### **Computer Operator**

Technooks Electronics Services Pvt. Ltd., Delhi

Jul 1997 - Apr 2001

I have done successfully computer operator with some coding

### **Inspectors Of Data Entry Operator**

TRANSE EXIM Pvt. Ltd., Noida

Jul 1996 - Jul 1997

The job involved accurate input of data provided in hardcopy and inspection of the same. As inspector I inspected the inputs and files of other data entry operators.

### **Teaching**

Rajdhani Public School, Delhi

Jul 1991 - Jul 1992

Teaching and administrative work there with typing instructor

## TRAININGS

### **Professional Diploma In Computer Application**

F-tec, Delhi

Aug 1998 - Mar 1999

Windows, ms-word, introduction of LAN, MS EXCEL, MS  
ACCESS, POWERPOINT

SKILLS

<b>Copywriting</b> Intermediate	<b>Gujarati Proficiency (Spoken)</b> Beginner
<b>Hindi Proficiency (Written)</b> Advanced	<b>MS-Word</b> Intermediate
<b>MS-Office</b> Intermediate	<b>Teaching</b> Advanced
<b>American English</b> Intermediate	<b>English Proficiency (Spoken)</b> Intermediate
<b>English Proficiency (Written)</b> Advanced	