

**Mrs. Jennifer Lobo Date Of Birth**

14 Mahajati Road, Nalta, September 25th 1973

4th floor, flat no. 4A Passport No : R6947522

Dum Dum Cantonment Email id: [jl090063@gmail.com](mailto:jl090063@gmail.com)

Kolkata : 700028

West Bengal

India

**Contact Details :**

+91 9038662253 / +918741992122

**Qualifications:**

**Shobhit University : Master in psychology**

**Singhania University – Sikar : B.Ed.**

**Calcutta University : Bachelor of Arts (St. Xavier`s College).**

**Fundamental Psychology And Applied Counseling & Body – Language : From Psychogenesis Research Foundation (Kolkata).**

**Psychometric Test – Module I.**

**Teen And Marital Counseling : From Psychogenesis Research Foundation .**

**First Degree in Graphology Course : From Kolkata Institute Of Graphology.**

**(pursuing).**

**Undergone “Entrepreneurship Development Programme” from ICSI.**

**Knowledge of computer.**

**Languages known : English, Bengali, Hindi.**

**WORK EXPERIENCES :**

**Presently at**

: **Reputed International School in Abu Road, Rajasthan**

**Working as :**

**: CCA - Coordinator**

**: Teaching Psychology & English as subjects**

**: ROBIN MEMORIAL MISSION SCHOOL**

**Worked as a Teacher – In - Charge**

**Handling all confidential matters related to school, correspondence, public relationship, liaison between school authority, teachers and staff; parents and students.**

**: TAKSHASHILA ACADEMY (An Ideal Institution for all round improvement of children)**

**Worked as Teacher – in – Charge (part time).**

**: GURUKUL (A perfect activity centre)**

**Worked as Spoken English faculty.**

**ST. FRANCIS XAVIER SCHOOL (SALT LAKE ) for 1 year 6 months**

**Secretary to the Principal. Handling all correspondence, documenting, filing and planning daily programs for the teacher.**

**GROUP 4 SECURITAS INDIA LTD (KOLKATA) : for 2 years and 6 months.**

**Dutch Multinational Company. Worked as a Secretary to the Regional Sales Manager, Handling all correspondence, documenting, filing and handling meetings and attending business phone calls in the absence of the manager.**

**Religion : Christianity**

**Extra Activities:**

**I am sociable, articulate and keep interest in interacting with young ones and interested in listening to music, reading and travelling.**

***Jennifer***

***Date : -------------------------------- ------------------------------------------***