

# Kirti Manchanda

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## Career Objective

Looking for a position in teaching to use my strong passion for children's development, together with skills and experience that will enable me to make a significant difference at your school. To encourage creativity and higher-order thinking to increase children performance.

## Academic Background

Qualifications	Institute/University /Board	Examination	Passing Year	Marks Obtained
Bachelors in Education	Deen Dayal Rustagi College, Maharshi Dayanand University, Rohtak	B.Ed	2017	69.80%
Masters of Commerce	Amity University, Noida	M.Com	2015	CGPA 7.30
Company Secretary	ICSI, New Delhi	Professionals (Group 1)	2016	PASS
		Executive	2013	PASS
Graduation	Moti Lal Nehru College. Delhi University.	B.Com (Honours)	2012	61.00%
12th	Delhi Public School Haridwar, CBSE	12 <sup>th</sup>	2009	81.00%
10th	Delhi Public School Haridwar, CBSE	10 <sup>th</sup>	2007	77.60%

## Working Experience

- **PGT - R. D RAJPAL School, New Delhi (March 2020 - August 2020)**  
Class XI & XII - Accountancy and Business Studies
- **TGT - R. D RAJPAL School, New Delhi (April 2019- August 2020)**  
Class VI-VIII - Social Science
- **PGT - Wisdom Global School, Haridwar (2017-18)**  
Class XI- Accountancy and Business Studies  
Class IX & X- Economics
- **TGT - Wisdom Global School, Haridwar (2016-17)**  
Class VI to VIII- Social Science
- **Summer Internship (8 Weeks)- ITC Limited, Haridwar (2014)**

## Trainings and Certifications

- Emerging Education Trends for 21st Century by Dr. Rohit Khokkar
- Soft Skills conducted by CBSE by Bindu Sharma (Principal Army School, Dehradun)
- Faculty Development Programme by Vidya Institute of Training and Development.

### Other Achievements

- Received Letter of Appreciation from Principal of The Wisdom Global School, Haridwar.
- Training to Students for:
  - Dance Competition
  - Music Competition
  - Drama Competition
- Conducted Inter School and Inter House Quiz Competition and Music Competition respectively
- Judged Inter-House English Debate Competition
- Anchoring in Inter-School Debate Competition
- Training to fellow Teachers for Children's Day Performance

### System Proficiency

Working Knowledge of MS-office (Ms-Word, Ms-Excel, Ms-PowerPoint) & Internet.

### Personal Information

Date of Birth	5 <sup>th</sup> February 1992
Father's Name	Mr. Shashi Manchanda
Languages Known	English, Hindi
Hobbies	Singing and Dancing

Dated: 06 Dec 2021

Place: New Delhi

(Kirti Manchanda)