COVER LETTER

Heartiest Greetings!

Dear Sir/Madam,

I am Kajal Rastogi with above 4 years experience in the field of Counseling & Teaching.

I am Working as Class Teacher & Coordinator – Senior Secondary Standard with “ Indian National Inter College” based in Ghaziabad & currently looking for growth in my career.

Hence I would like to share my profile with you, for an upcoming requirement in your organization.

Area of expertise: Counseling, Teaching, Documentation, Administration, Student’s Registration, Management of daily communication to students, Good Communication Skills, organizing school & class activities.

I have also worked with Jyoti International School as Class Teacher of Secondary class. Wherein I was responsible for teaching students, arranging their curriculum, documentation, preparing reports & projects.

I have also worked with RASTA Foundation , as a counsellor, wherein I was responsible for Handling registration of students, counseling of students, conversion of inquiries, Documentation & reporting to management on daily basis on input.

I am hard working, responsible and a good team player, if given chance will leave no stone unturned to satisfy my superiors.

Thanks & Regards,

Kajal Rastogi.

KAJAL RASTOGI

405,4th floor, Mandavi Gali, Versova village, Andheri (west), Mumbai-400061

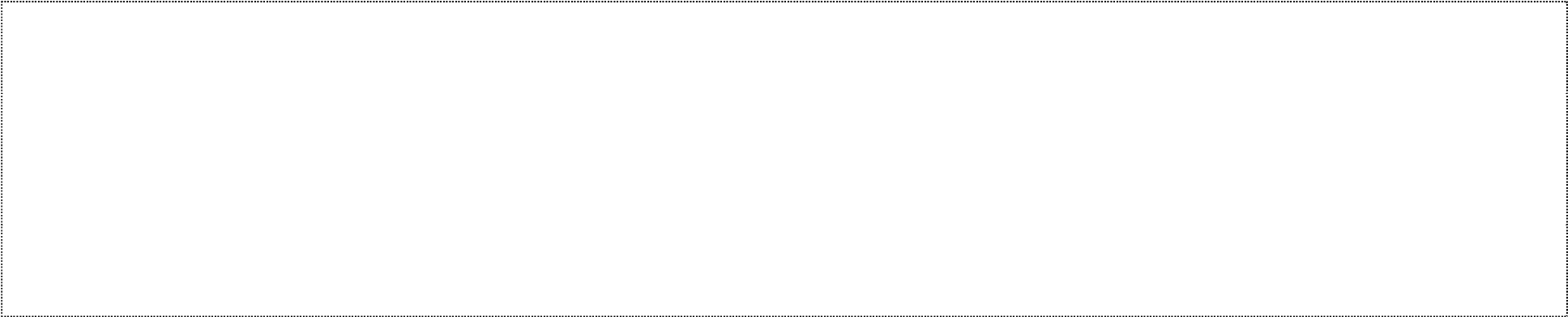
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Talented, self-motivated, enthusiastic professional who is not content to rest on her achievements, but instead is always seeking new challenges.

Education :-The learning trail

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| 2020 | Qualified NET in Geography  B.ed.  CCS University, Meerut, with 77.57% |
| 2017 | Kurukshetra University, Kurukshetra, India  Masters of science (Geography) with 75.6% |
| 2014 | Delhi University, Delhi, India  Bachelor of arts ( Geography honours) with 67.35 |
| 2011 | Central Board Of Secondary Education, New Delhi, India  Class XII – Arts |
| 2009 | Central Board Of Secondary Education, New Delhi, India Class X |



Summary of Experience:

* Progressive Four years of teaching students at secondary level
* Knowledge of the methods of teaching secondary and senior - secondary level students
* Ability to build good rapport with students, colleagues, parents and school authorities
* Dependable with a strong passion for working with students
* Ability to create a positive learning environment
* Patience, dedicated with good listening skills
* Organising activities and events for students/school

Key Responsibilities:

* Develop a program for young children within the school.
* Talk with parents about behavioural ups and downs.
* Develop activities to stimulate the children.
* Provide weekly schedules for children and parents.
* Supervise children at all times.
* Integrate special needs children in a respectful manner.
* Create arts and crafts for children.
* Discuss development with parents
* Organising activities/events for students/school.

Strengths:

* To carry out work with complete responsibility
* Ready to accept challenges
* Always keen to learn
* Maintain complete discipline in all respects
* Ability to understand any new updates
* Good Team player

Achievements:

* Prize winner at various inter school & district level Elocution, debates & Craft competitions.
* Nominated/Elected leader at leadership training camps conducted in school.
* Active Member of the NGO – RASTA FOUNDATION.

References:

Available on request

Personal Detail

Date of Birth: MARCH 21, 1994

Gender: Female

Marital Status: Unmarried

Languages: Hindi & English

Place: Mumbai

Date: KAJAL RASTOGI