**Richa Mehta**

H. No.139, Shivshaktinagar, 8318222085

Padrai Bazar, Gorakhpur-273014 richamehta020@gmail.com

An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression. at creating lesson plans that capture the diverse learning styles, interests, imagination, and abilities of all students.

**Professional Experience**

Home Tutor *2021*

* Prepared comprehensive lesson plans and diverse techniques to promote active learning such as individualized instruction and problem-solving assignments
* Created interactive presentations with the usage of relevant software (e.g.MS PowerPoint etc.)
* Fostered a positive learning environment by incorporating team building activities and positive reinforcement techniques.
* Focused on ensuring social and emotional development of adolescent students using psychological skills.

**Education**

**Master of Arts (M. A.)** **2020 - Ongoing**

Pursing Master of Arts in Political Science from **R. D. C. S. College**, Gorakhpur

**Diploma in Elementary Education (D. El. Ed. / B. T. C.)** **2017 - 19**

Diploma in Elementary Education from **R. D. C. S. College**, Gorakhpur - **88.6 %**

**Bachelor of Arts (B. A.)**  **2014 - 17**

Bachelor of Arts in Political Science and Economics from **St. Joseph’s College**, Gorakhpur - **61 %**

**12th (Senior Secondary Examination)** **2014**

Intermediate Examination from **A.D.G.G.I.C**, Gorakhpur – **64.6 %**

**10th (Secondary Examination)** **2012**

High School Examination from **A.D.G.G.I.C**, Gorakhpur – **75.5 %**

**Additional Skills**

* Proficient in MS Office (Word, Excel, and PowerPoint)
* Proficient in operating Online Teaching Tools (MS Teams, Zoom, WebEx)
* Bilingual in Hindi and English

**Extra-curricular activities**

* Completed Special Introductory Course in U.P. Scout and Guide
* Achieved First Rank in Fruit & Vegetable Perseverance Training Organized by U.P.H.

**Hobbies**

* Reading and Cooking and Great Interest in Badminton sports.