

CARRER OBJECTIVE

Seeking a challenging and rewarding opportunity with an organization of repute to build a long-term Carrer as a teacher with opportunity for Carrer growth and to keep up with the cutting edge of the teaching technologies.

EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

- ✓ INTEGRATED MCA (BIT Mesra , Lalpur Extension)
- ✓ 12th Sc. (M.K.D.A.V. Public School)

WORK EXPERIENCE

RAO MANSA RAM PUBLIC SCHOOL

July 2022 to Feb 2023

KEY RESPONSIBILITIES

- Appointed as a computer teacher for both theory and LAB classes from class 5th to 8th.
- Performed all Computer related work for Schools like Correcting Questions paper in proper formats.
- Maintaining the MIS like Attendance register, Marksheets, Syllabus, Timetable, Numbers of holiday.
- Filling the details of students on the Government site as per govt. rules and updating the students results in UDTeSchool app.

NILAMBER PITAMBER UNIVERSITY (GLA COLLEGE)

Jan-2019 to Feb-2020

KEY RESPONSIBILITIES

- Worked as an Assistant Professor (**Guest-Faculty**) for MCA Course.
- Taking the theory and Lab classes of all semesters of MCA Courses.
- Preparing Question paper according to the syllabus and examining the answer sheets.
- Preparing & presenting the Result as per format given by the University.
- Deciding the syllabus for both the Internal and semester exam of the subject for which I take the sessions.
- Appointed as an External examiner by the GLA college for taking Practical examination in **SSJSN College, Garhwa**.
- Given the charge as an Internal for conducting SEMESTER Examination of different courses with the authority of signing in copies of students and many other responsibilities.
- Taken the sessions on both theory and lab for BBA Students on C-Language.
- Deliver Differentiated Teaching to classes of Mixed- ability students, offering different approaches to suite their Learning style.

MAHENDRA EDUCATIONAL PRIVATE LIMITED

Dec-2017 to Dec-2018

KEY RESPONSIBILITIES

- Take Reasoning class of Students Preparing for Banking and SSC Jobs.
- Prepare Study module and Questionnaire before taking the session on daily basis.

- Provide them with various Shortcut Tricks and Methods to solve Question in minimum time.
- Take Regular Tests to check their Progress and Speed of solving questions.
- Attending Faculty Meetings and Suggesting Improvements.
- Helping Students in clearing their doubts out-of-box at leisure time.

SOSHA PUBLIC SCHOOL

Jan-2017 to Nov-2017

KEY RESPONSIBILITIES

- Plan and execute educational In-class and Outdoor activities and events.
- Provide Individualized Instruction to each student by promoting Interacting Learning.
- Conduct Parent-Teacher Meetings and discuss the children's Progress, result and Communicate with their parents regarding child development and Progress.
- Prepare Report-Cards of Students and other activities as required by the administration.
- Assign and Grade Classwork and Homework.
- Confer with other staff-members to Plan and schedule Lessons Promoting Learning following approved curriculum.
- Planning Comprehensive Curriculum to address Early Childhood Development needs.
- Monitoring Free time on the Playground.
- Prepare Question-Paper for the Exams.

SKILLS

- Effective Classroom management & Student Monitoring.
- Proficiency in handling computer-aided tools.
- Teaching Methods (More use of Diagram and Tables)
- Higher education teaching experience.
- Creative Thinking skills.
- MS Office suite.
- Time Management.
- Cordial Nature

EXTRA-CURRICULAR ACTIVITIES

NGO	<ul style="list-style-type: none"> • Was a member of Wake Up India Foundation. • Organized and participated in various events.
INTERACT SOCIETY	<ul style="list-style-type: none"> • Was a member of BIT Mesra Interact society and organized various events.
RESEARCH & DEVELOPMENT	<ul style="list-style-type: none"> •Participated in inter-college fest held from 11 Oct. to 13 Oct. 2012 and has procured 1st in the event conducted by Research & Development Wing.