

## CURRICULUM VITAE

**ETTI SINGH**

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<b>OBJECTIVE</b>	I am a Post Graduate with B.Ed. from CCS University and am seeking the position of a <b>Teacher</b> in your institution that will give me an opportunity to pass on my knowledge to the students in an innovative manner.
<b>EDUCATION BACKGROUND</b>	<b>Bachelor of Education (CCS University)</b> Post Graduate Diploma in Montessori Masters in Hindi (LPU University) Bachelor of Arts (Delhi University)
<b>PROFESSIONAL QUALIFICATION</b>	Certificate course of 'A' in computer application, from DOEACC.
<b>SKILLS</b>	Profound knowledge of language and ability to teach all sort of students. Excellent communication and written skills as well as ability to explain the text. Highly skilled in using the deferent course books and material for teaching. Ability to dramatize stories effectively and creatively. Ability to inspire the students for desired results.
<b>AREAS OF EXPERTISE</b>	Excellent interpersonal and strong oral and written communication skills. Analytical and research oriented with undeterred focus on end objective. Demonstrated abilities in cementing healthy relationship with the Customers.
<b>WORK EXPERIENCE:</b>	
<b>Basant Valley Global School</b>	<b>Designation – Teacher (TGT Hindi)</b> <ul style="list-style-type: none"><li>- Maintaining up to date subject knowledge for Classes 7th to 10th.</li><li>- Planning and preparing lesson plans.</li><li>- Be proactively involved in teaching students.</li><li>- Motivating, facilitating, teaching, according to the pupil's educational needs.</li><li>- Preparing daily, weekly and holiday assignments for each class.</li><li>- Timely correction and marking of assignment work carried out by the students.</li><li>- Assessing, recording, and reporting on the development and progress of students.</li><li>- To build students' ability to work collaboratively with others.</li><li>- Conducting PTMs.</li></ul> <b>Duration - July '22 – Till Date</b>

<b>R.P World School</b>	<b>Designation – Teacher</b> <ul style="list-style-type: none"> <li>- Maintaining up to date subject knowledge for Classes 4th to 8th.</li> <li>- Planning and preparing lesson plans.</li> <li>- Be proactively involved in teaching students.</li> <li>- Motivating, facilitating, teaching, according to the pupil's educational needs.</li> <li>- Preparing daily, weekly and holiday assignments for each class.</li> <li>- Timely correction and marking of assignment work carried out by the students.</li> <li>- Assessing, recording, and reporting on the development and progress of students.</li> <li>- To build students' ability to work collaboratively with others.</li> <li>- Conducting PTMs.</li> </ul> <b>Duration - Feb '18 – Mar '20</b>	
<b>METLIFE GLOBAL OPERATIONS SUPPORT CENTRE</b>	<b>Designation - Sr. Installation Analyst</b> <ul style="list-style-type: none"> <li>- Successful Off-shore Transition</li> <li>- Various MIS reports like CU, Error Analysis, Quality Analysis and NIG Analysis.</li> <li>- Installing Data for various companies for their employees for insurance benefits.</li> <li>- Direct Interaction with clients for solving the queries.</li> <li>- Training of process to Team members &amp; New Hires.</li> <li>- Peer Review (Quality Check) for the process.</li> <li>- Ensuring all client deliverables like SLA, TAT etc. are met as per process requirement.</li> </ul> <b>Duration - 26 months (Dec '09 – Feb '12)</b>	
<b>ACHIEVEMENTS</b>	Actively participated in games and role play. Participated in 'CELESTA' International cultural festival organized by C.M.S. LUCKNOW and awarded BEST DISCIPLINED TEAM.	
<b>HOBBIES</b>	Travelling, Reading, Meeting & Interacting with new people.	
<b>PERSONAL PROFILE:</b>	HUSBAND'S NAME	Mr. Ashok Kumar
	D. O. B	11 <sup>th</sup> Dec 1985
	MARTIAL STATUS	Married
	LANGUAGE KNOWN	Hindi & English
	NATIONALITY	Indian

**Date:**

**Place:**

**(Etti Singh)**