

CURRICULUM VITAE

Mrs. Neelu Kalsi
901/145 Sekhon Vihar
Palam Road, Delhi Cantt
New Delhi 110010
Mob 8285468856
neelusingh973@gmail.com



Career Objective

1. To utilize all the skills, knowledge and learning that I have acquired during my experience as an evolving teacher to offer quality education to the students by providing them effective hands on education. I would also like to add value to the organization with the help of my professional skill set in accordance with the organizational objective.

Career Summary

2. I have worked in organizing and conducting various vocational skill based seminars and workshops for wives of officers and jawans in Army from 1995. Later, having acquired the necessary qualifications I also worked in the financial sector for some time as a Financial Planning Advisor with Aviva life Insurance Co Ltd. I completed the B.Ed degree as a full time regular student from SD College of Education for Girls Ambala Cantt with flying colours in 2012, and I worked as a Primary School teacher in Cecil Convent School Ambala Cantt until May 2013. Thereafter I am working as a science teacher in Queen's Valley School from Sep 2013 to May 2018. I have a deep liking for the subject of counseling and have completed MSc in counseling and psychotherapy, while teaching, through distance learning from Nagaland University in 2014.

Experience

	School	<u>Year</u>	<u>Designation</u>
(a)	Cecil Convent School Ambala	Aug 2012 – May 2013	PRT
(b)	Queen's Valley School Dwarka New Delhi	Sep 2013- May 2018	PRT

3. **Attributes.**

- (a) Easy adaptability to any working environment.
- (b) Innate organizational capabilities.
- (c) Willing to put in hard work with complete sincerity and dedication.

4. **Qualifications**

(a) **Professional**

- (i) BEd. From Kurukshetra University in First Class (61 % marks)
- (ii) MSc in Counseling in Psychotherapy from Nagaland Open University (Distance Learning).

(b) **Academic**

EXAMINATION	BOARD/UNIVERSITY	Year	%
MSc	Nagaland University	2014	64
B.Ed	Kurukshetra University	2012	61
B.Sc	Lucknow University	1993	59
10+2	C.B.S.E	1989	63
10 th	C.B.S.E	1987	61

- (c) **Additional.** Working knowledge of computers and computer based teaching. I also have sound proven organizational skills.

5. **Personal Information**

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|-----|------------------------|----------------------------|
| (a) | <u>Marital status</u> | Married |
| (b) | <u>Date of Birth</u> | 28 th Feb. 1972 |
| (c) | <u>Gender</u> | Female |
| (d) | <u>Languages known</u> | English, Hindi, Punjabi |
| (e) | <u>Nationality</u> | Indian |
| (f) | <u>Religion</u> | Sikh |

6. **Interest and Hobbies**

- (a) Music
- (b) Arts and Craft
- (c) Reading

7. **Appointment Preferred** Having gained all the necessary experience, I would now look forward to work as academic coordinator for junior school or TGT science.

I hereby declare that all the above mentioned details are true to best of my knowledge.

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