

Pankaj Dahiya
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CAREER OBJECTIVE

To work in an organisation where I can acquire knowledge, sharpen my skills and put my efforts to achieve organisational as well as individual goals.

PROFILE

Date of Birth : 15/01/1994
Father's Name : Mr. Satish Kumar
Mother's Name : Mrs. Suman
Gender : Female
Nationality : Indian
Home Town : Gurugram
Address : 748/749 Sec-5 Gurugram 122017

SUBJECT - Application for the post of PGT(Business Studies and Economics)

ACADEMIC BACKGROUND

Year(s)	Qualification – Degree / Diploma / Certificate	Board/University	College / Institute/ University	Percentage
2023	MA(Economics)	IGNOU	IGNOU	Pursuing in II year
2019	B.Ed	M.D. University	Shri Sai Baba College of Education	76%
2016	M.Com	M.D. University	Govt. Girls College Sec-14 Gurugram	69%
2015	P.G. Diploma in Media Management	Bharatiya Vidya Bhawan	Bharatiya Vidya Bhawan	64%
2014	B.Com	Delhi University	Ram Lal Anand College	68%
2011	Senior Secondary	CBSE	St. Crispin's Sr. Sec. School	72%
2009	Secondary	CBSE	St. Michael's Sr. Sec. School	50%

Additional Qualification

- Diploma in Teacher Training
- Certification in Public Service Broadcasting Trust
- Certification in CTET
- All India Written Test for Teacher (Army Public School) Qualified

Work Experience

- Working with G.A.V. International School as a PGT (Business Studies and Economics).
- Working with Parasmani Online Education. (Part time)
- 1 Year teaching experience as PGT (Commerce) in The Shikshiyen School.
- 1 Year Experience in The Maurya School.

Roles and Responsibilities

- An adaptable personality to boarding environment.
- Professional, Proactive and Self-initiator.
- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provide individualised instruction to each student by promoting interactive learning
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students' progress and provide grades and feedback

SKILLS

- Strong analytical, problem solving, organisational ability
- Diligent in handling responsibility.
- Strong will power.
- Ability to work with people of different aptitude and skills.
- Quick learner

Technical Skills

Softwares : MS Word/ MS Powerpoint/ MS Windows/Tally

Operating Systems : Windows / Macintosh

Declaration

I hereby declare that all the information furnished above is true and genuine to the best of my knowledge.