

CURRICULUM VITAE

DIKSHA

437, Sunehri Bagh Apartment
Pocket -15
Sector-13 Rohini, Delhi
MOB: 9896098512
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PERSONAL DETAILS

Father' Name	:	Vikramaditya Kohli
D.O.B	:	12 th March, 1987
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Health issue	:	No
Political inclinations	:	No

CAREER OBJECTIVE

- ❖ To pursue a challenging career and be part of a progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in the computing and research field with sheer determination, dedication and hard work
- ❖ Reliable
- ❖ Responsible
- ❖ Has a very creative mind.

EDUCATIONAL QUALIFICATION

- ❖ 10th from S.S.LITTLE ANGEL CONVENT SCHOOL, Ambala Cantt.
- ❖ 12th from K.V.No. 3, Ambala Cantt.
- ❖ Graduation from G.M.N College,Ambala Cantt.
- ❖ PGDCA from Govt. College,Ambala Cantt.
- ❖ M.sc Computer Science from KUK.

Though I believe that degrees and certificates does not portraits person's original capabilities but still their role in building strong foundational base of a professional career cannot be ignored.

PROFESSIONAL QUALIFICATION

- ❖ 6 months Web Designing course from 'I-TECH', Ambala Cantt.
- ❖ 3 month Spoken English course from 'English Edge',Ambala Cantt.

EXPERIENCE

- ❖ Working at Indian Public School, Mohra, Distt. Ambala as PGT Computer Science since January 2011.
- ❖ 8 months as a Science and Mathematics teacher in D.D Public School, Ambala Cantt.

Responsibilities:

- ❖ Time table and CBSE Coordinator.
- ❖ Handling and planning interviews.
- ❖ Instruct students on basic computer skills including keyboarding, Microsoft Office etc.
- ❖ Guide tour of Internet use and etiquette; proper email distribution, usage, and sending.
- ❖ Responsible for teaching the assigned subject and the projects related to the particular subject.
- ❖ Helping and guiding the students for any problems that they come across academically.
- ❖ Guiding and motivating students to take part in extra-curricular activities.
- ❖ Stay updated with the changing syllabus.
- ❖ Designing the syllabus for the students and the school.
- ❖ Uploading online student data and marks.
- ❖ Making time table and arrangement duties.
- ❖ Handling examination department.
- ❖ Designing pamphlets for different occasion.
- ❖ Handling CBSE work like Registration, LOC, OASIS etc.

Professional Expertise

- ❖ Operating Systems: Windows9X, Windows2000, Windows XP, Windows Vista.
- ❖ Graphics Tools: Macromedia Flash, Adobe Photoshop.
- ❖ Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- ❖ Database : Microsoft Access and My SQL.
- ❖ Language: Python, HTML, Scratch.

LINGUISTIC PROFILE:

- ❖ Good in Written & Spoken- English & Hindi.

I hereby declare that the above information's are true to the best of my knowledge & belief.

Dated:-

Place: AMBALA



