**Kavita Trivedi**

**New Palam Vihar**

**Gurgaon-122017**

**Mobile:- 9557498633**

**E-Mail: kavita.trivedi6@gmail.com**

**EDUCATION/CERTIFICATION SUMMARY**

* Qualified **CTET** (1-5th) in 2022
* **B.Ed.** from M.J.P. Rohilkhand university, Bareilly completed in 2021
* **MCA** from **Invertis Institute of Management & Studies, Bareilly ,** (U.P.) completed in 2010
* **B.Sc.** in Physics and Maths in 2006

**EXPERIENCE PROFILE**

I have more than 11 years of work experience in Teaching/Mentoring and taking up additional responsibilities as required in an educational institution.

**Experience summary**

* Working as **Guest lecturer in NDIM, Delhi**
  + 2019-till date

**Job Responsibilities**

* Teaching following Computer related subjects to BBA students – IT, MIS, Database
* Taking weekly classes
* Worked with Utkarsh School of Management & Technology , Bareilly as **“Assistant Professor and BCA Course Coordinator “** 
  + August 2012 to November 2017

**Job Responsibilities**

* Responsible for overall academic activities in ***BCA.***
* Mentoring sessions for students.
* Representing institute in various corporate and academic events.
* Responsible for overall academic activities in the institute.
* Handling subjects of BCA and Computer related subject of MBA and BBA. Also taking subjects of mathematics like operation research, computer based mathematical operations, Business Mathematics.
* *Member of Proctorial Board.*
* *Organized various workshops like HTML, web-designing, UNIX, cloud-computing, hacking for the students.*
* Head of Cultural Activity Committee.
* Organized Udaan 2016, Mother Honour Ceremony 2015 & 2016.
* *Worked as* ***IT-Trainer at Ducat, Noida*** 
  + Aug 2010 to July 2012

**Job Responsibilities**

* Handling batches of strength about 70-100 student per batch.
* Providing .Net training to the students.
* Handling batches of professional students.
* Handling the batches of C and C++.
* Handling the batches MCA and BCA (DIPS-Ducat institutes of professional studies,Noida).

**KEY SKILLS**

* Strong OOP concepts.
* Excellent knowledge of C and C++ and .Net programming.
* Reading Interest-Web technologies, Data structure, Software Engineering, Networking, Operating System, Operation Research.
* Computer skills, including Window OS, Microsoft office including Word, Excel and PowerPoint.
* Hindi and English Computer typing.

**RESEARCH PAPERS**

* Presented research paper on **“A Comparative study on 4G & 5G communication system “**in National Seminar at Invertis University Bareilly.
* Attended a national seminar on **Internet of Things(IoT**) at MJPRU Bareilly.
* Written a Research paper for **SAIRAP-International Conference on Emerging Trends in Engineering and Technology(ICET-16), Agra.**
* Written a research paper on Cloud-computing paper for National conference on **Intelligent human computer Interaction** at **IIIT-Allahabad.**
* Presented a research paper on **Demonetization and its impact on Indian economy** at MJPRU Bareilly.

**ACHIEVEMENTS**

* N.C.C. ‘C’ certificate holder.
* Have done National Tracking Camp at Nilgiri Hills , Ooty (Tamilnadu).
* CCC certification with ‘A’ grade.

**PERSONAL DOSSIER**

* Date of Birth : 28th June, 1986
* Father name : Mr. Raj Kumar Trivedi
* Nationality : Indian
* Languages : English ,Hindi
* Status : Married

Place- Gurgaon

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