CURRICULUM VITAE

**NEHA RANA**

**SWIMMING COACH**



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**CAREER OBJECTIVE**

**To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.**

# PROFESSIONAL/ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Diploma** | **University/Institute/Board** | **Grade/%** | **Year** | **Mode of Study** |
| **NIS Diploma in Sports Coaching (Swimming)** | **National Institute of Sports, Patiala, Sports Authority of India** | **69.33** | **2017** | **Regular** |
| **P.G Diploma in Yoga Science** | **Moraji Desai National Institute of Yoga, Delhi** | **76.25** | **2016** | **Regular** |
| **Master of Physical Education (M.P.Ed)** | **Amity School of Physical Education & Sports Sciences, Amity University** | **86.10** | **2013-15** | **Regular** |
| **B.Sc. (Physical Education, Health Education & Sports Sciences)** | **Indira Gandhi Institute of Physical Education & Sports Sciences,**  **University of Delhi** | **64.10** | **2010-13** | **Regular** |
| **12th (Sr. Secondary School)** | **CBSE** | **60.16** | **2010** | **Regular** |
| **10th (Secondary School)** | **CBSE** | **72.66** | **2008** | **Regular** |

**SPORTS COACHING CERTIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Certification** | **Institute/Organization** | **Year** |
| **FINA Swimming Coach Level-02** | **FINA (World Swimming Federation, Switzerland)** | **2019** |
| **Sports Medicine: Understanding Sports Injury** | **International Olympic Committee** | **2019** |
| **Professional Sports Management** | **International Olympic Committee** | **2019** |
| **Certificate in Swimming Coaching** | **National Institute of Sports, Sports Authority of India** | **2014** |

# WORKING EXPERIENCE

* **Working as Assistant Manager, Sports (Swimming) at O.P. Jindal Global University, Sonipat, Haryana. From March 2019 to present.**

Current Job Roles & Responsibilities:

* + **To give swimming coaching to the university’s students & the faculties and conduct swimming camp for them on a continuous basis.**
  + **To conduct inter-institute meets or other swimming championships.**
  + **To manage the pool deck, pool store and pool safety equipment.**
  + **Responsible for procurement of swimming-related equipment and communicating with the vendors.**
* **Worked as Physical Education Teacher-Swimming Coach at Kunskapsskolan International School, Gurugram, Haryana, session 2018-19 for 1 year.**
* **Worked with National Institute of Sports (NIS) as an intern for 2 months.**
* **Worked as Swimming Coach in Shiv Sports Swimming Academy. (Part-Time)**
* **Worked as Swimming Coach VGS School, Rohini. (Part-Time)**
* **Worked as a Graduate Teacher Assistant of Sports Games in Amity University, Noida for 1 Year.**
* **Worked as an Officials and Volunteer in different games of Inter-Institutes Sports meet at Amity University.**
* **Worked as a Volunteer in the Queen's Baton Relay Games from Amity University.**

# LANGUAGE CERTIFICATIONS

* **Certificate of Successfully Qualified in English and Communication Skills Course from Amity University.**
* **Certificate of Successfully Qualified in Behavioural Science Course on Self Development and Interpersonal Skills, Professional Competencies & Career Development, Behavioural Communication & Relationship Management, Leadership & Managing Skills from Amity University.**
* **Certificate of Successfully Qualified Foreign Language Course in Spanish from Amity University.**

# RESEARCH WORK/CONFERENCES/WORKSHOPS

* **Research work on ‘A Study on 2D Video analysis of Uki Goshi Technique of Judo.”**
* **Poster Presented in National Conference on “YOUTH ENRICHMENT THROUGH SPORTS & PHYSICAL EDUCATION (YES PE).”**
* **Participated in Two days National Scientific Orientation workshop on “SPORTS BIOMECHANICS AND SPORTS MOTION ANALYSIS.”**

# SPORTS ACHIEVEMENTS

* **Gold Medalist in Delhi State 2022**
* **Gold Medalist in National Swimming Championship 2022**
* **Participated in the Senior National Swimming Championship from Delhi, 2015-16.**

❖ **Medalist in Delhi State Swimming Championship 2014-15.**

* **Medalist in School Inter-Zone Swimming Championship 2005 to 2010.**
* **Medalist in Delhi Women Swimming Festival 2005-06.**
* **Medalist in the Swimming Zonal Championship 2005 to 2010.**
* **Medalist in Wrestling Inter-College Championship 2011-12.**
* **Medalist in Delhi State Judo Championship 2011-12.**
* **Medalist in Judo Zonal Championship 2006-08.**
* **Medalist in Yoga Zonal Championship 2006-08.**
* **Medalist in Delhi State Tug of War Championship 2010-11.**

# SCHOLARSHIP/AWARDS/HONOR

* **Swimming Federation India Recommended me as representative of India in FINA Level-02 Swimming Coaches Certification Course.**

# AREA OF SPECIALIZATION

* **Swimming coaching**
* **Yoga**
* **Sports management**
* **Minor games/physical education**

# COMPUTER SKILLS

* **Basic knowledge of MS Office, Spreadsheets, Email Communication, social media marketing etc.**

# NCC/MILITARY CAMP

* **Certificate of one week “The Amity Green Horns Military Training Camp” at Manesar, Haryana. (2014)**

# REFERENCES

* **Mr. Jitender Singh Bhuller, Ex Head Swimming Coach in National Institute of Sports (NIS), Patiala.**
* **Dr. Neeru Yadav, Assistant Professor, Physical Education, Delhi University.**

# STRENGTH

* **Hard worker & Positive attitude.**
* **Punctual, Quick learner**
* **Willing to take responsibilities**

# PERSONAL DETAILS

* **Father’s Name : Mr. Narinder Singh Rana**
* **Date of Birth : 12th Nov 1992**
* **Gender : Female**
* **Nationality : Indian**
* **Marital Status : Married**
* **Language Known: English,Hindi & Punjabi.**

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and promise to abide by all the norms laid down by your esteemed organization.

Date: 17.6.2023

Place:India (New Delhi)