CURRICULUM - VITAE

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**Career Objective**

I seek challenging opportunities where I can fully use my different skills for the success of the organization. To work in a healthy environment which encourages me to succeed and grow professionally.

To efficiently utilize learning assists to foster a positive , productive learning environment through observation and engagement .

To devote my time to promote the importance of science to today’s youth and also contribute my knowledge as well as fulfill organizational goal ,growth in which I am working .

**Professional Summary**

* Validate the resume based on the checklist or according to job description.
* Shortlist suitable candidate for the given requirements.
* Done online teaching on Zoom , WebEx and Teams during pandemic
* Attended many online educational webinar during pandemic session during 2020-2021 for self development , personality development , classroom management ,way to engage students and time management
* Committed Teacher providing comprehensive supervision and support to students.
* Seminar and pre- service workshops attended in 2011 includes:- Lesson planning for diverse learners, cooperative learning, discipline and classroom management**.**
* Attended workshops on personality development and English language teaching workshop in 2010 conducted by an ELT expert: Mr. JOHN MASON.

**Experience**

* Worked as IT Recruiting and HR from 3rd Feb 2022 to 24th March 2023.
* Worked in OPEN SKY School , Gurgaon from 2016 to 30th Nov 2021
* 7 Months experience in SANT MEMORIAL PUBLIC SCHOOL Sec 17 GGN 2013-14.
* 1 month worked as adhoc teacher in St. PBN Public School, Sec 17B GGN in August 2012
* Worked as PRT teacher in THE BANYAN TREE SCHOOL , Lucknow for about 1year 6

months from 2010-2011

* 40 days teachers training in JEEVAN DHARA PUBLIC SCHOOL, Lucknow

and taught science in year 2009.

**Educational Qualification**

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| **NAME OF COURSE** | **UNIVERSITY/BOARD** | **PERCENTAGE** |
| B.Ed in 2010 | Integral University,Lucknow | Theory - 74.9%  Practical - 78% |
| B.Sc (Bio) in 2008 | Lucknow University | 54.7% |
| Senior secondary school 2005 | Aditya Birla Public School,  C.B.S.E board | 70.8% |
| Secondary school 2003 | Delhi Public School  C.B.S.E board | 75.4% |

* Also qualified TET 2011 examination and got 60%.

**EXTRA CURRICULAR ACTIVITY**

* Participated in many events in school and colleges.
* Participated in NSS team in college .
* Panting, reading newspapers and books related to science .
* Playing basketball and many other games.

**Technical Skills**

* Tools – MS Office , Word , Excel and Power point.
* E-mailing tools – MS Outlook ,Yahoo and Google
* Active on YouTube and Instagram also .

**HIGHLIGH**

* Persist IT skills.
* Significant understanding of teaching concepts.
* Outstanding communication skills .
* Exceptional organizational skills.
* Strong understanding of child behaviors.
* Excellent ability to engage with students.

**Personal detail**

DOB – 10th Jan 1987

Marital status - Married

Nationality - Indian

Gender - Female

Language Known - English , Hindi

**Declaration**

I hereby declared that the above mentioned information is best to my knowledge and I bear the

responsibility for the correctness of the above mentioned particulars.

ANITA PANDEY