**Raj Arora**

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**SUMMARY**

Motivated Social Science Teacher helped students grasp concepts relating to ideals and cultural heritage. Adept at engaging students with a well-structured curriculum. Specialize in conveying the basic rights privileges and responsibilities of citizenship.

**PROFESSIONAL HIGHLIGHTS**

* Outstanding proficiency in all aspects of social science
* Remarkable ability to effectively communicate with students
* Adept at working with students in individual and group settings.
* Maintaining and updating records of student grades progress and attendance.
* Managing student behavior by taking appropriate disciplinary steps.
* Ensured to maintain communication with parents and other team members regarding the progress of the students and planned further instructions.

**COMPUTER PROFICIENCY**

* Knowledge of Microsoft office suite including Word, Access, and Power-point.
* Comprehensible and concise communication skills.
* Capable of doing extensive research in varied fields as required.

**WORK EXPERIENCE**

**More than 25years work experience-**

* **Wylie memorial High School (1991-2000)**
* **CM Senior Secondary School (2000-2008)**
* **NPS Senior Secondary School (2011-2014)**
* **St. Vivekanand Millenium School (2014- 2017)**
* **Wisdom World School Kurukshetra (2017 – 2019)**
* **MG Sr. Sec. School (2019- till Date)**

**ACADEMIC ACHIEVEMENTS**

* **Received letter of appreciation at NPS Senior Secondary School for 100% CBSE Result.**

**ACADEMIC QUALIFICATION**

* Matriculation 1982 – PSEB Board
* BA final 1987 - Punjab University
* B. Ed 1996- Maharishi Dayanand University
* MA (History) 2017- Swami Vivekanand subharti university

**KEY SKILLS AND STRENGTHS**

* Strong organizational and team management skills.
* Remarkable ability to follow behavioural management plans, policies, and procedures.
* Outstanding ability to work cooperatively with all members of the staff.
* Reflective, Hard-working, Dedicated, Strategic Thinker, Organized

**PERSONAL DETAILS**

**Date of Birth:** March,1970.

**Languages known:** English, Hindi, Punjabi

**Hobbies:**

* Actively volunteer in spare time to help in charitable endeavours (to help in providing education, shelter, food and new clothes to the homeless and needy).
* Researching and writing articles.