

# APURVA PALTA

**32 years**

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## PROFESSIONAL SUMMARY

Organized and hard-working professional with several years of experience working with children. Ensuring high standards of culturally competent care for children with diverse needs. Looking forward to explore new role which offers a challenging opportunity to enhance my skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

## EDUCATION

**2011-2014**                      **MASTERS IN COMPUTER APPLICATIONS (MCA)**  
*Ludhiana- INDIA*           *PUNJAB TECHNICAL UNIVERSITY*

**2008-2011**                      **BACHELORS IN COMPUTER APPLICATIONS (BCA)**  
*Ludhiana- INDIA*           *PANJAB UNIVERSITY*

**2008**                              **SENIOR SECONDARY SCHOOL (10+2)- NON-MEDICAL STREAM**  
*Ludhiana- INDIA*           *CENTRAL BOARD OF SECONDARY EDUCATION*

*Languages:*                      **English**  
   **Hindi**  
   **Punjabi**

*Software:*                        **Good knowledge of MS office and other computer applications.**

*At Present:*                      **Pursuing M.Sc. Computer Science (Software Engineering) from Staffordshire University from Jan-2023 onwards.**

## WORK EXPERIENCE

**May-14 – Dec-22**           **SAR Modern School, Bharti Colony, Ludhiana**  
*Ludhiana- INDIA*           *Computer Teacher*

- To conduct assigned classes at scheduled time
- Planning, preparing, and delivering lessons
- Evaluating, grading projects/examination and tracking student progress.
- Reviewing and downloading software updates
- Supervising student research/project work and internship programs
- Providing appropriate learning and reference materials to students
- Performing administrative duties such as preparing student results etc.
- Assisting in projects and tasks to students

**JAN-22 – FEB -23    WORKED IN OLD AGE HOME**

**JUNE-23 – JULY-23 WORKED WITH ANGELS AND SAINTS HOMECARE**