

Komal Vashisht

Address: A 272 , Palam vihar Gurgaon

Contact No: 9910799022

Email id : komalvashisht22@gmail.com

PROFESSIONAL/ACADEMIC QUALIFICATIONS

Qualification	Discipline/ Subject	Board/ University	Year of Passing	Percentage of Marks	Division
High School	Eng, Hindi, Maths, Science, S.St	C.B.S.E	1992	58.4%	IIInd
Inter/+2	English,Business St,Geography,Accounts, Eco	C.B.S.E	1994	65.8%	Ist
Graduation	Eng, Hindi, Eco, Poltical Science	Delhi University	1999	47.2%	IIIrd
Post Graduation	M.A (Hindi)	Delhi University	2002	45.6%	IIIrd
B.Ed.	Hindi, S.ST	I.P.University	2004	72.7%	Ist
B.LIB(Bachelor in Library & Information Science)	All Library subjects	IGNOU	2002	64.22%	Ist
C.LIB(Certificate in Library Science)	All Library subjects	Arya Bhatt Polytechnic	1999	60.6%	Ist
COPA (Computer operator Programming Assistant)	MS office and basic knowledge of programming	I.T.I Pusa	1999	75.6%	Ist

CIC (Certificate in Computing)	Basic Knowledge of computers		IGNOU	1997	72.3%	Ist
CTET	Hindi, S.st		CBSE	2013	Qualified	
MBA (Finance)	Finance		Symbiosis	2016	60%	Ist
MLIS	Library		IGNOU	2019	65%	Ist

PROFESSIONAL EXPERIENCE

- Working as Hindi Teacher in Suncity School Sec -37 d from November 2019 to till date.
- Worked as Hindi teacher and Librarian in DPSG PALAM VIHAR from April 2016 to Oct 2019.
- Worked as Assistant Librarian with Lotus valley International School Gurgaon March 2016 to April 2016. (Temporary assignment)
- Worked as Hindi Teacher and librarian in Mamta Modern Sr. Sec. School - Sonipat From Jan 2005 to Jan 2012.

Responsibilities as Hindi Teacher

- To inculcate Values in students.
- To organize Hindi Events at Inter House level.
- To write Hindi Departmental Meeting Minutes.
- To write Hindi Newsletter and Monthly report.
- To prepare students for Hindi competitions.
- To prepare Hindi Certificate of Competition.
- To prepare Hindi Syllabus and Lesson plan .
- To prepare Hindi Worksheet .
- To prepare Hindi Script and Event flow for competition.
- To take Hindi Enrichment classes for those students who are struggling .
- To organise Hindi Olympiad by Hindi vikas Sansthan.
- To make Hindi Circular for Events.

Responsibilities as a Librarian

- Keep records of circulation and materials.
- Check books in and out of the library.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Direct and train staff in duties such as receiving, shelving, researching, cataloging, and equipment use

- Respond to Employee complaints, taking action as necessary.
- Maintain, assist, and implement instruction as a resource person to teachers.
- Develop library policies and procedures
- Assemble and arrange display materials
- Negotiate contracts for library services, materials, and equipment.
- Develop and index databases that provide information for library users
- Organize Book Fair in School

PROFESSIONAL ACHIEVEMENT

- Participated in **DELCON** National Seminar - Role of Libraries and Librarians in Knowledge Society - at National Brain Research Centre Manesar .
- Participated in four Seminars held at Delhi Library Association in August 2017.
- Joined Microsoft Educator Community and done Online course Certified Microsoft Innovative Educator and Computational Thinking and its importance in Education.

Workshop Attended

- POSH workshop
- Project Based Learning Workshop
- Online Teaching workshop
- Sway and MS Teams workshop
- Good screen time vs Bad screen time
- Child abuse workshop
- Parenting in Covid
- Inquiry based learning

Computer Knowledge

- Proficient in MS Excel, MS Word, MS Power point and other office software.
- Knowledge of Internet Explorer, Lotus Notes, MS Outlook.
- ERP DMS and ITTS, ORACLE, CAMPUS CARE (for school), School Management System, TIP software.

PERSONAL DETAILS

Date of Birth	: 22-May-1977
Marital Status	: Married
Spouse Name	: Mr. Arun Vashisht
Language Known	: English, Hindi
Nationality	: Indian

Place : Gurgaon

(Komal Vashisht)