

# CURRICULUM VITAE

## Meenakshi Gupta

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## Career Objective:

Qualified teacher with experience and passion for teaching students on Economics. Possess good communication and presentation skills and knowledge of teaching methods to ensure students are learning the instructional materials. Energetic and approachable person with positive attitude, maturity, and patience.

## Employment Details:

### **Aug 2019 – Present**

Economics (9<sup>th</sup> – 11<sup>th</sup>)

Lady Florence School, Gurgaon, HR

Dec 2017 – Mar 2019

Tutor (Commerce Graduation Subject)

April 2014 - Dec 2014

Economics (9<sup>th</sup> – 10<sup>th</sup>)

Lady Florence School, Gurgaon, HR

Jan 2013 – Mar 2014

Tutor (Commerce Graduation Subjects)

## Work Experience and Skills:

- Work as a Class teacher for class 9<sup>th</sup> and Economics subject teacher for class 9<sup>th</sup> till 11<sup>th</sup>.
- Strong knowledge on micro-economics, macro-economics and statistics.
- Maintain Student attendance records, grades and other required records.
- Take up case studies and analyze the same with students.
- Make audio video course materials, notes, and test papers.
- Conduct tests on a regular basis and providing supervision during Examinations.
- Review test papers and provide the required feedback as well as assistance to the students.
- Recommend new teaching methods for the improvement in academic grades of the students.
- Gather and analyze student data to evaluate and tailor Economics learning process resulting in 25% average increase in understanding.
- Develop student performance by applying cooperative learning strategies and web-based, self – directed training.

## Scholastics:

- Pursuing B.ED. in Economics from MDU (1<sup>st</sup> year completed, result awaited).
- Completed M.Com. in 2014 from IGNOU Open University.
- Completed MBA (HR) in 2009 from Symbiosis Open University.
- Completed B.Com. in 2006 from Delhi Open University.
- Completed Associate & Licentiate in Life Insurance from Insurance Institute of India (Delhi).
- Completed 12<sup>th</sup> in 2003 from CBSE Board.
- Completed 10<sup>th</sup> in 2001 from CBSE Board.

## Technical knowledge: -

- MS Office (Word, Power Point, Excel), MS Teams, Zoom
- Diploma in Computer Application

### Extramural Engagements & Accolades:

- Nominated twice as the Class Representative for the Student Consultative Committee.
- Received Best Student Prize from India Academy of Delhi.
- Participated in Badminton, Volleyball, Kho-Kho Tournaments.
- Participated in Debate & Quiz competitions at School level.

### PERSONAL DETAILS:

FATHER'S NAME : Mr. Mahesh Gupta  
DATE OF BIRTH : 3<sup>rd</sup> April 1985  
LANGUAGES : English and Hindi

I earnestly hope that above details will be found suitable for your requirement. I shall be glad to give any other information on which you may need, at the time of interview. If you give me a chance to serve than I shall leave no stone unturned to give you full satisfaction.

(Meenakshi Gupta)