

# Pooja Kataria

Teacher

pkataria965@gmail.com ✉

9315573917 📞

An organized professional with proven teaching and guidance skills. Possess a strong track record in improving test scores and teaching effectively. Have the ability to communicate complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills to a school that offers a genuine opportunity for career progression.

## EDUCATION

- **Master in commerce**  
Maharshi Dayanand University  
06/2018 - 05/2020 68%
- **Bachelor in Education**  
Chaudhary Ranbir Singh University  
06/2016 - 06/2018 68%
- **Bachelor in Commerce**  
Maharshi Dayanand University  
06/2013 - 06/2016 71%
- **Intermediate**  
Vidya Niketan School  
04/2012 - 03/2013 82%
- **High Secondary School**  
Vidya Niketan School  
04/2011 - 03/2011 8.0

## WORK EXPERIENCE

- **Primary Teacher**  
A.D. Sr. Secondary School  
04/2018 - 12/2018  
Subject :- Maths and English

## SKILLS

- Excellent With Children
- Comunincation Skill
- Interpersonal skills
- Time Management
- Ms office Suit

## CERTIFICATES

- Accounting with Tally  
*Tally helps you to manage all your data in a proper way and can be efficiently accessed whenever needed. It allows you to all your data in well-mannered way.*
- Swift Advanced Excel  
*Learned the most common Excel functions used in the Office.*
- PGDC (03/2013 - 02/2014)  
*Concepts of Computer Syctem , MS-Office*

## LANGUAGES

- English  
*Full Professional Proficiency*
- Hindi  
*Native or Bilingual Proficiency*

## INTERESTS

- Cooking