

Curriculum Vitae

Natasha .V. Bodke.

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****OBJECTIVE****

Looking for the job as a Teacher in your Reputed School.

**** Summary of Qualification****

- Excellent Command over Subjects.
- Good Experience in interacting with students
- Knowledge of best teaching practices
- Good interpersonal Skills.
- Ability to communicate any idea in simple and clear way.

****PROFESSIONAL EXPERIENCE****

- Working as a Primary Teacher and coordinator in Daffodils English Medium School
(V.N.Naik Education Society's) From 2016 to till date
- Worked as Principal for 6 months in Daffodils English Medium School

***Handling the Following Tasks.**

- Profound knowledge of English language and ability to teach the language for all sorts of students i.e. for those who have English as their first language and those who have not.
 - Excellent communication and written skills as well as ability to explain the text.
 - Highly skilled in using the deferent course books and material for teaching English as well as having a great passion and love for English language.
 - Ability to dramatize English stories effectively and creativeness in teaching process.
 - Ability to plan, collect material and deliver the lessons in the class.
 - Capacity to arrange the competitions and assess the performance of the Students.
- Worked as Pre-Primary Teacher in New Era English School Govind Nagar Nashik From April 2013 to March 01 2016.

- Worked as English Teacher in Universal English Speaking Institute in Panjim, Goa. From March 2007 to April 2009.

Handling the following Tasks.

- *Teaching English as Major Subject.
- *Preparing Question Paper for the Certificate Exam.
- * Interact with students and understand their strengths and weakness to provide appropriate guidance.
- *Provide Counseling to students in various issues.

- Worked as Computer Teacher in Hallmark Computer Institute in Mapusa, Goa. From June 2009 to February 2011.

Handling the following Tasks.

- *Teaching Basic Computer Knowledge (Ms.office, Microsoft Outlook etc)
- *Preparing Question Paper For the Certificate Exam.
- * Conduct various Lectures for students of all grades.

****Education****

- Passed S.S.C in Second Class in March 2001 from Goa Board of University.
- Passed H.S.C (Commerce) in Second Class in March 2003 from Goa Board of University.
- Passed Bachelor in Arts in First Class from Rajasthan University (Distance Learning)
- Passed Diploma of Education (GENERAL) with Grade B+ in March 2014 from Indian Education Academy from Palampur (H.P) .
- Passed Diploma In computer in April 2004 in first Class from Hallmark computer Institute Goa Board.
- Passed Tally Erp 9.03 with 70 % in December 2012 of Pune University from Data plus Computer Institute, Nashik.

****Extra Curriculum Activities****

- Computer Database tools: - MS Office.
- Operating system: - Windows 98, XP, XP7, Vista.
- Typing Speed Up to 40-50 w.p.m.

****Personal Details****

- Date of birth :- 03rd .March. 1984.
- Language Known :- English, Hindi, Marathi.

- Strengths :- Ability to perform under stress.

****Declaration ****

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Natasha Bodke

(Natasha .V. Bodke)

Date:

Place: Nasik