## DIMPLE M. CHAWLA

**Residence: Flat No. 6, Natrang Society, Panchvati, Nashik – 422 003.**

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# **OBJECTIVE:**

Ambitious and self-motivated individual with a desire to achieve and willingness to learn. Seeking a challenging position affording personal and professional growth.

**COMPETENCE AND APTITUDE FOR THE SAID PROFESSION**

* Admirable inter-personal, motivational & communication skills
* Capable to adapt to the fast-changing situation.
* Ability to accept responsibilities and challenges.
* Systematic, organized & particular in carrying out responsibilities.
* Dedicated, Accountable & Sincere
* Knack of absorbing information from various sources & presenting the same in a lucid manner.

# **TECHNICAL KNOWLEDGE:**

Completed - MSCIT Certificate Course in 2011.

Good handling experience of **MS Word, Excel, PowerPoint, Emails, Internet – Browsing, phone etiquettes and others.**

**PROFESSIONAL EXPERIENCE**

**Global International School, Nashik Jan 16 - Present**

**Teacher (Nursey & Jr. KG)/ Admin**

**Global International School,** **Nashik** is a recognized school in the city. Enlighten our students with international standards of education to make them skilled global citizens of tomorrow with prosperous future. School Mission: All round development of each child so that they can find their own identity, meaning and purpose in life by connecting with community. Awarded Excellence in Education in its first year.

**Responsibilities: (As Teacher)**

* Plan activities using a variety of materials and equipment to develop good coordination, social skills, creativity, self-expression and an interest in learning.
* Promote language development and self-confidence through storytelling, drama, music and discussions.
* Help to organize and participate in excursions to enhance learning experiences.
* Encourage children to question and explore the world in which they live.
* Observe children to evaluate and record their progress and to detect signs of developmental disorder, ill health or emotional disturbance.
* Discuss aspects of the child's development with parents and other educators.
* Arranging Activities like Clay, Craft and Phonics Sounds.
* Preparing and submitting - Daily, weekly, monthly & annual lesson plans for Childrens.
* Evaluation – Growth, strength & weakness of Childrens, discussing with parents in teacher parents meeting, school open house.
* Updating daily report and class activities on Global International School App.
* Supported School as Substitute Teacher in absence of respective class teacher

**Responsibilities: (As Admin)**

* Helping school to get new admission by attending walk-in enquiries, online enquiries and with creative ideas of marketing.
* Follow-up with enquiries for updates, next meeting and queries from parents.
* Helping - Parents/ Guardians in admission process.

**Kokan Paryatan, Nashik Aug 13 – Feb 14**

**Tour Assistant**

**Kokan Paryatan** is a dedicated tour-assistance service to the various exotic sights of Kokan and all over India. We have been in the service for last 16 years, achieving thousands of successful tours, serving our customers wholeheartedly.

* Our special tour packages would take you to the nook and corner of Kokan and all over India, helping you to explore the natural blissfulness with utmost comfort. What makes us different from other tour operators is our love for Kokan and all over India, the driving force that kept us going till this point.

**Responsibilities:**

* Tele-calling, emails to promote – trips and tour packages.
* Presentation, update and promote to clients about benefits, affordable and customizations of trips in meeting at office.
* Booking Air/ Train tickets as per client requirement.
* Cor-ordinating and handling Hotel booking, rental car booking, site seeing and others as per client availability.
* Selling “Exclusive showpieces of Kokan Products”
* Arranging and Attending - Indoor/ Outdoor - Kokan Mango Festival to sell special imported mangoes from Konkan – promoting Kokan tour packages by presentation, special programs of marketing.

# **EDUCATION**

Bachelor’s in Commerce – Pune University – 2016

Pursuing MBA – Pune University – Expecting 2019

Dimple M. Chawla