

CURRICULUM VITAE



POOJA DHYANI

A1/107, MAYUR APARTMENTS, SECTOR – 9
ROHINI
DELHI – 110 085
RESIDENCE PHONE # 011-27861790 , 9958589466 & 9818611976

SUMMARY OF QUALIFICATIONS

- * Matriculation from K.V PRAGATI VIHAR (DELHI),*
- * Intermediate from K.V INA COLONY (DELHI).*
- * Graduation from MAITREYI COLLEGE, UNIVERSITY OF DELHI. I was second year topper during that course.*
- * B.Ed from AMITY INSTITUTE (CCS UNIVERSITY) . I WAS THE TOPPER OF MY BATCH*
- * post graduated in English from the UNIVERSITY OF HIMACHAL*
- *Cleared CTET TEST, paper 1*
- * Computer course from NIIT,JANPATH,CONNAUGHT PLACE and OFFICE ASSISTANT COURSE from BHARTIYA VIDYA BHAVAN*

ABOUT ME

A facilitator with teaching, guiding, and counseling skills. Dedicated and patient with kind and pleasing personality. Possess the ability to communicate complex information in simple manner connecting with real life examples. Creative and resourceful person and is capable of adapting instructional strategies to meet unique needs of students. Very enthusiastic person who loves to reach out to new people and believe in leaving a positive impact on the lives of her learners.

PERSONAL DETAILS

Date of Birth : 02 August 1983
Sex : Female
Husband's Name : Mr. Atul Dhyani
Religion : Hindu
Nationality : Indian
Languages known : English & Hindi
Passport : Having valid Indian Passport

ACADEMIC QUALIFICATIONS

Sl. No.	Board/University	School/College	Division
X th	C.B.S.E.	Kendriya Vidyalaya, New Delhi	I st
XII th	C.B.S.E.	Kendriya Vidyalaya, New Delhi	I st
B.Sc. (Gen.)	Delhi University	Maitreysi College, New Delhi	I st
B.Ed.	Choudhary Charan Singh	Amity, Noida	I st
M.A. (English)	Himachal Pradesh	Delhi	3
CTET	CBSE		I st

PROFESSIONAL QUALIFICATIONS

- Office assistant course from “Bhartiya Vidya Bhawan”
- M.S. Office, M.S. Word, Excel, Access, Sql, & JAVA from NIIT
- BACHELORS OF EDUCATION (B.ED)
- CTET qualified

Working Experience

TOTAL 13 YEARS OF TEACHING EXPERIENCE

- **Currently working as PRT in Lancer’s Convent School, Rohini, Delhi from October 2007**
- **Worked with RSJMS (Pandara Road) for 4 months as a PRT**
- **With St. Angles public School, sec -15 Rohini for 5 months**
- **With Titiksha Public School, Sec 11, Rohini Delhi as PRT for 4 months**

CORE COMPETENCIES

- *Commitment to profession
- *Responsible
- *Leadership qualities
- *Organized
- *Result oriented
- *Time management
- *Teamwork

ACHIEVEMENTS

AT SCHOOL LEVEL

- IInd year topper (2003-2004, BSc.)-felicitated by Late. Mrs. Shila Dikshit
- Deputy Head girl (K.V. I.N.A. Colony 2001 Batch)
- Awards in sports at school level
- B.Ed topper (Amity 2004-2005)

AS A TEACHER

- Administrative experience- doing **UDICE work from last 3 years.**
- Uploading grades on **Khelo India App.**
- Was involved in **school admissions and teacher interview** work.
- I am a part of **school’s Exam Department** where I am responsible for the smooth conduction of exams.
- Have conducted ample number of **assemblies and workshop for students.**
- Prepared students for interschool events where they bagged first positions many a times.
- Conduction of **interschool event** as a host school.
- Attended numerous **seminars and workshops** over the period of teaching career

HOBBIES

- Meeting people
- Listening to music
- Cooking
- Exploring new places

RESPONSIBILITIES

- Planning, preparing and delivering instructional activities that facilitates active learning in the classroom
- Identifying and selecting different resources and methods to meet student’s varying needs.
- Developing lesson plans as per the curriculum.
- Helping and guiding the weak students to improve to the best of their abilities and

- providing extra classes for them.
- Assigning and grading class work, homework, monthly and weekly tests and projects.
 - Using relevant technology to support instructions.
 - Preparing required reports on the academic and co-curricular activities of the students
 - Maintaining discipline in the classroom.
 - Preparing classroom and corridor display boards with relevant and attractive material.
 - Updating all necessary records accurately and completely as required by school records

PERSONALITY TRAITS

I am honest and amiable person. I am inquisitive in nature. I am consistent in approach. I am helpful and can't see anybody in pain. I love to explore new places and I am a complete food freak. Shopping is my biggest stress buster.

HOW CAN I BE AN ASSET TO THE INSTITUTION

Sir/Madam, I hold a good academic record. Beside this, I have been a part of numerous co-curricular activities at school level. All this has eventually made me a creative person. I am a strong and a helpful person as I come from an army background. I feel all these qualities of mine make me a capable teacher who is all set to explore new horizons.

Having experiences of being at various places and working with a variety of people, has made a flamboyant person. To conclude, I am a capable, hard-working, confident & an efficient person. I hope I would prove to be a good teacher if selected.

REFERENCE

1. Mr. Harish Purohit
B4/236, Paryatan Vihar
Vasundhara Enclave
New Delhi 110 096

Date :

Place :- DELHI

POOJA DHYANI