

BIO-DATA

Subject: Application for the post of "Resident warden"

Name : MADHULATA MALLICK

Father's Name : Late Shri R.S.Mallick

Age : 63 years

Address: Aaradhana Home, Bhagwan Das Lane, New Delhi-110001.

Contact No. : 9871352538

Qualification : B.A. (Arts)

Technical Qualification: Diploma in Secretarial Practice.

Experience : Total Work experience 20 years (4 years as hostel warden).

Skills : Good knowledge of Taking care of Hostel duties

Other Qualification: Working knowledge of computers

: Experience in taking care of students physical fitness & Primary Health.

: Knowledge of preparing students for exams and tips for better score.

: Experience in take care of Hostel Mess.

: Experience in supervising Housekeeping work in the Hostel & Kitchen.

: Experience in maintaining hostel provisions store etc.

: Experience in interacting with class teachers for students progress in studies

Marital Status : Single

Very good health condition

Languages known : Good command on English and Hindi.

Yours faithfully,

Madhulata Mallick,
Aaradhana Home,
Bhagwan Das Lane,
New Delhi-110001.

RESUME

Name of the Candidate : Miss Madhulata Mallick

Age : 63 years

Post applied for : Resident Manager/Supervisor//Hostel Warden

Salary Expected: Negotiable

Respected Sir/Madam,

I have come to know from a reliable source that the post of Hostel Warden is vacant in your esteemed institution. I am furnishing my requisite details for this post:-

I am a professional tutoress with a solid 20 years of experience instilling confidence in junior school and college students. Dedicated to empowering spoken English students with constructive feedback and practical test-taking strategies. Effective educator and team player whether working in a boarding school or private provider setting. Active listener committed to helping students overcome academic challenges to reach personal goals.

Education:

- Graduate (Arts)
- Secretarial Practice (Diploma)
- Textile Designing (Diploma)

Skills

I have good command on English and Hindi. Good knowledge of handling Hostel duties.

As a Tutoress

16 years : I have taught students of DPS, Modern School (Juniors), Major General Hansraj School, Frank Anthony School, Apeejay School, DPPS School and Father Agnel School.

- Teach efficient testing techniques and methods for managing stress.
- Evaluate students' progress and adjust instruction based on feedback.
- Identify individual developmental needs and implement customized coaching and mentoring to help students master new skills.
- Conduct timed practice exams to help students feel comfortable with the testing process.

- Reviewed class material and helped students solve problems creatively.

As a boarding school Warden :

Experience: 4 years :

- 1) Worked as Teacher-cum-Warden in Stani Memorial Public School at Phagi, Rajasthan.
- 2) Worked as a Hostel Warden-cum-Hostel Teacher in Satyug Darshan Vidyalaya, Faridabad.
- 3) Worked as a Warden in Matru Sewa Sangh Working Women Hostel, Nagpur.
- 4) Worked as a Hostel warden at Lakshmangarh.
- 5) Worked as a Metron in Vantage Hall Girls' Residential School in Dehradun.
- 6) Springfield Public School, Ambala City.

Last salary drawn: Rs. 22,000/- per month.

- Grew working relationships with students and parents and maintained rapport with them.
- Monitored the children in the dorms, achieving accolades to school,
- Monitored the children in dining hall.
- Looked after the welfare of the students.
- Capable of handling students.
- Good communication skills.

As an Instructor of Spoken English
3 years

Interview Techniques, English language (Grammar).

Anticipating a favourable reply.

Thanking you,
Yours faithfully,

(Madhulata Mallick)
R/o Aaradhana Home,
Bhagwan Das Lane,
New Delhi-110001.

