**Resume**

**Prachi Pandey**

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**Career Objective**

Seeking the position of a Teacher in an organization that will give me an opportunity to pass on my knowledge to the students in an innovative manner and to hold a position of responsibility and challenges that would utilize my skills and capabilities for the fulfilment of ultimate objectives of the organization.

**Career Summary**

* A result oriented teaching professional with nearly **12 years** of rich experience in teaching, students, and school management, organizing cultural and educational activities.
* **Working as TGT (Social Studies IX & X classes, English for VIII class) at St. Xavier’s Sr. Secondary Co-ed School, Bhopal since June 2017.**
* Proficient in training the students by using interactive discussions and “hands-on” approaches to help students learn and get a better understanding of the concerned subject.
* Highly dedicated and self-motivated professional with proficiency in organizing workshops, special events (cultural & educational), presentations etc.

**Work Experience**

* **Working as TGT (Social Studies & English) at St. Xavier’s Sr. Secondary Co-ed School, Bhopal since June 2017.**
* **As TGT (Social Studies & English) at St. Arnold Higher Secondary School, Vijay Nagar, Indore as a TGT since April 2014 to May 2017.**
* *Lecturer for (BJ, BBA, B. Com) in Kothari College of Management, Science and Technology, Indore from Sept 2012 to Aug 2013.*
* *Lecturer for (BBA, B. Com) in Takshshila College, Bhopal from July 2011 to Jan 2012.*
* **Senior Teacher in Khajrana Public Higher Secondary School from July 2006 to Nov 2009.**
* *Operation executive in HDFC Bank from June 04 to Mar 05.*
* **Teacher in Modern Public Higher Secondary School Bhopal from Jul 1998 to Mar 2000.**

**Teaching**

* Ability to delegate the knowledge and subject understanding to every pupil.
* Carrying out regular assessment of pupil performance, assessing and reporting on subject strengths and areas for development at different stages.
* Using various aids to help make use of modern concepts in education.

**Managing Students**

* Assisting and counselling students in grasping contents.
* Assisting the students to perform well in the exams.
* Fostering a healthy learning atmosphere in class by recognizing & nurturing the creative potential of each student.
* Developing an educational atmosphere where students can fulfil their potential for intellectual, emotional, physical, spiritual, and psychological growth.

**Miscellaneous**

* Conducting dance shows, fancy dress competition and decorating class as per various themes.
* Arranging meetings with parents and discussing the development of the children.
* Leading team of students to other schools for various competitions and events.

**Educational Summary**

* Bachelor of Education (B.Ed.) 2011-12 from D.A.V.V. Indore with 71% of marks.
* M.Phil. in Mass Communication from D.A.V.V. Indore in year 2009 with 68% of marks.
* Post-Graduation Degree in Advertising and Public Relations from Makhanlal Chaturvedi National University of Journalism Bhopal in year 2004 with 68% of marks.
* M.Com(Management) from Barkatullah University Bhopal in year 2002 with 50% marks.
* B.Com. from Barkatullah University Bhopal in year 2000 with 59% of marks
* Higher secondary (1997) & High School (1995) from Anand Vihar School Bhopal, M.P. Board of Secondary Education with 68% and 62.5% of marks resp.

**Computer and e-skills**

Well versed and go0d working knowledge of use of computer and internet, can develop presentations and documents required.

**Projects Undertaken**

* Study of Organizational Structure of Bharat Heavy Electricals Bhopal.
* Project regarding working of different levels in department of Public Relations Bhopal.
* A research work on different ways of advertising medium in Indore for submission as a requirement of completion of M.Phil. course.

**Personal Details**

* Husband’s Name : Mr. Ajit Pandey
* Date of Birth : 11th Oct.1980
* Address for communication : 355, Gautam Nagar Govindpura, Bhopal
* Permanent Address : 35, Paliwal Nagar, Near Saket Nagar, Indore
* Interests and Hobbies : Music, Reading and Singing.

**References**

Mr. M.S.Parmar

H.O.D. Department of Mass Communication and Journalism D.A.V.V. Indore

Contact No. 9425444421

Mrs. Vimla Vijayvargiya

Ex Professor of Sanskrit in Govt. Arts and Science College Indore.

Contact No. 0731 2400326

**Declaration**

I hereby certify that the information given above is true to the best my knowledge and belief

Place :

Date : (Prachi Pandey)