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| Mobile: 9718266773  Email:nehadua757@gmail.com |

**NEHA DUA**

**IT PROFICIENCY**

**SOFTWARE KNOWLEDGE**

Languages: C, C++,Data structure through C++,

Data structure through C, Java, and SQL server

Office Package: Microsoft Word, Microsoft Excel, Microsoft Access,

Microsoft PowerPoint, DOS

Web Page Designing: HTML

Data Base:DBMS, Oracle,

Theoretical Subjects: System Analysis and Designing

Computer Architecture

## **ACADEMICS:**

## **Bachelor of Commerce**

## : Delhi University

**PROFESSIONAL QUALIFICATION:**

**Business Professional Program**

Bachelor of commerce from Delhi university from NCWEB

**Master Diploma in Software Engineering**

: Delhi Institute of Computer Science. (ISO Certified)

**EXPERIENCE:**

**DICS 04 dec– Till Date**

Delhi Institute of Computer Science

ACCREDIATED BY DOEACC (UNDER M.C.I.T GOVT. OF INDIA)

AN ISO 9001:2000 CERTIFIED

**Computer Faculty**

The Dics computer institute recognized by dept. Of Electronics Under AICTE, govt.ofIndia is a well-reputed Organization in the field of IT Industry is running its education division by the name of ‘**THEDELHI INSTITUTE OF COMPUTER SCIENCE’** A Leading Institute to Impart Intensive Diploma in computers Engineering One of the fastest growing education groups in Northern India who have not compromised on the quality of intake and the faculty recruitment. We ensure that the students are well equipped with the necessary technical skills to meet global standards. We have developed system and environment with the view to motivate the students to pursue their studies in a conductive manner.

**Job Profile:**

I educate student’s for computer software, languages and information technology (IT) related subjects and teaching the principles of computers to students of different ages and at different levels, help students to learn different computer-related skills depending on grade-level.

**Responsibilities:**

* Responsible for teaching the assigned subject and the projects related to the particular subject
* Design and develop appropriate computer instructional material.
* Responsible for preparing question bank for assigned subject
* Coordinate and collaborate with lead teacher, principal and instructional coaches
* Helping and guiding the students for any problems that they come across academically
* Guiding and motivating students to take part in extra-curricular activities
* Teaching students with Visual aids for better understanding
* Stay updated with the changing syllabus
* Responsible for maintenance of Soft copy of student’s records

**Highlights:**

* Personality Development training
* Positive Attitude training
* Integrate special lesson plans with core academic curriculum
* Guidance and counseling skill
* Smart Boards Familiar
* Resource Management
* Conflict Resolution skill

**SAS Netcom pvt. Ltd.** ***04-12-2013***

**Software faculty**

**Company Profile**:

Teach the entire software module

IT TOOLS AND APPLICATION,

INTERNET WEB DESIGNING  
C LANGUAGE

C++

SQL

FINANCIAL ACCOUNTING

SAAD  
.NET

ADV JAVA

**Job Profile:**

Working as a faculty of software in well reputed firm SAS NETCOM PVT. LTD.

**Job Responsibilities:**

* Handling a new team and impart training
* Provide on job training to the trainees
* Floor support to the team and conducting refresher session on regular basis
* Prepare details action plans for the knowledge gap and impart the refresher training
* Observe the individual productivity and encourage them to perform at high level
* Reporting to the leadership about the activities update on weekly basis
* Handling other activities running into the process i.e. Presentation on claims life cycle, Claim management and knowledge transfer

**Job Responsibilities:**

* Handling a new team and impart training
* Provide on job training to the trainees
* Floor support to the team and conducting refresher session on regular basis
* Responsible for critical claims and handling new batches
* Prepare details action plans for the knowledge gap and impart the refresher training
* Observe the individual productivity and encourage them to perform at high level
* Responsible for auditing the claims and give the feedback to the employee
* Reporting to the leadership about the activities update on weekly basis

**TRAININGS**

* Successfully completed training of “data entry operator” conducted by **delhi institute of** **computer science**
* Successfully completed training of “financial accounts “conducted by **bharti vidhya bhawan**
* Successfully completed “**master diploma in software engineering**”
* Enhance Skills in information technology.

**ACHIEVEMENTS:**

* Got a excellent grade in software engineering from delhi institute of computer science.
* Got a first grade in account assistant course from BVB.
* Got a job of software faculty in delhi institute of computer science.

**PERSONAL STRENGTHS:**

* Interactive teaching aptitude
* Self motivated& Self-Confident
* Effective communication skill
* Ability to adapt to new Task
* Highly Organized

Date of Birth : 20 sep 1993

Mobile : 9718266773

Address : block-10, geeta colony,park face ,Delhi-92

Marital Status : single

DATE:

PLACE: