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| Picture 001.jpg**Ruby**  **H-No. 34, Christian Colony**  **Asola Fateh pur beri**  **New Delhi-110074**  **Phone: +919560460094**  **E-mail: rubyrspriya@yahoo.com** | |
| “...exceptionally energetic and enthusiastic teacher...projects a charisma that captures the imagination of students...demonstrated excellent classroom management skill...”  Simon Pearson former administrator  “...business background in technology was supportive to the use of videos and computers in the class...She volunteered for cooperative opportunities in the media center and helped teachers to accommodate computers...I recommend her with the highest regard...”  Aidan Delaney 2nd Grade Teacher New York City Schools  “...deeply involved in learning about the educational state-of-the-art, investigating research and designing instructional materials...I look forward to the time when Diane will bring her love of children, | Professional Profile To work with veteran people who merease my knowledge and confidence by sharing their experience and help me to explore my skills and abilities by giving challenging tasks.   * Hold Bachelor’s Degree in Arts * Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children. * The Professional Diploma in C.C.A. (Certificate in Computer Application) One Year from Institute of NIOS in Chhattarpur Study Centre. * The Professional Diploma in C.C.A. (Certificate in Computer Application) One Year from Institute of NIOS in Chhattarpur Study Centre. * Computer Skills:- * Ms. Office (Word, Excel, PowerPoint, & Internet) * Corel Draw * Photoshop * PageMaker  Education High School Education  NIOS, New Delhi   * Passed 10th in 2002   NIOS, New Delhi   * Passed 12th in 2005   Bachelor of Arts   * Delhi University  Employment  * Worked with Equip care Engineer’s Pvt. Ltd. as a Office Asst from March 2006 to June 2009. * Worked as a Computer Teacher at Shree Sant Nagpal Vocational Training Centre from 5th April 2010 to 20th February 2011. * Worked as a Computer operator with RCCE PUBLIC SCHOOL form 3rd March-2011 to 2013. * Working as a Computer Operator with “CPWD” from 4 th June 2014 to 30 th  June 2015.  Involvements and achievements  * Choir member and an active member of St. Paul’s Church * Has won trophies, medals, and certificates in inter-church music competitions * Has experience in managing events at good levels.   ***Skills and Hobbies***   * English Typing Speed 35 wpm. * Hindi Typing Speed 25 wpm. * Worked on Computer * Listening to Music     ***Self Information***   * Father’s Name: Late. Mr. Francis * Date of Birth 11-09-1982 * Language Known English & Hindi * Nationality Indian * Marital Status Unmarried * Gender Female   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Ruby) |