**Gulfjobseeker.com CV No:** **978498**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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Respected Sir/Madam,

I would like to bring to your notice that I have over 17 years of experience in teaching Computer Applications in various academic institutions in India. I am proficient in most software packages, languages and am also at par with current changes in this field. Recently, my husband has relocated to Dubai and I am going to join him at the onset of the following academic year.

In case you have any need or vacancy for a senior computer faculty in your esteemed institution, I would like to apply for the same. I have attached my CV for your consideration. I hope to bring to your organization my skills that have been honed with many years of enriching the minds of my students. I’m sure our association will prove to be a mutually beneficial one.

Hope to hear from you in the near future.



**PROFILE**

Post-graduate Teacher in Computer Science with over 17 years of academic experience

**CAREER GOAL**

Achieving the post of a computer professional in an organization that will allow me to use my technical as well as intellectual abilities for the betterment of the establishment.

**SUMMARY OF ACHIEVEMENTS**

* Teaching Informatics Practices to XI and XII grade students since 2008
* Profound knowledge of most known computer applications
* Excellent communication and written skills as well as ability to motivate the students
* Ability to provide the best practices to make the students become experts in using computer applications
* Capacity to solve problems pertaining to the computer programs
* Ability to provide support to the students and impart good organizational skills

 **TECHNICAL SKILLS**

* Familiar with the computer applications including:

Languages: C, C++ , Visual C++, JAVA, COBOL, VISUAL BASIC,QBASIC, and LOGO

Packages: MS-Word, Excel, Powerpoint, Access, DbaseIII+,Foxbase,Foxpro, Oracle, MYSQL, Photoshop.

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**ACCOMPLISHMENTS**

* House Mistress of House, Winner of First Prize for the academic years 2009, 2010 and 2011.
* Multiple times recipient of reward for consequently achieving 100% result.
* Represented my school in Hindustan Times Computer Workshop in 2012.
* Coordinator of National Cyber Olympiad for the last 5 years.

**PROFESSIONAL EXPERIENCE**

* **July 2004 till date**

Head of Department (H.O.D) – Computer in Ashok Memorial Public School, Faridabad, Delhi NCR

**Responsibilities**

* Chief responsibility attributed for handling of school Computer Department activities.
* Delivering lectures on how to use computer programs
* Arranging training programs for the students to enhance proficiecy in computer education
* Arranging tests on computer-related programs and providing course material to the students
* **July 2000 to July 2004**

 Computer Teacher, Guru Harkishan Public School,Kalkaji, New Delhi

**Responsibilities**

* Imparting computer-based skillls to students on how to use computers for different purposes
* Providing fundamental programming along with computer applications to VII- X grade students
* **March 1998 to June 2000**

Computer faculty- Nishay Computers

* **August 1995 to July 1997**

Computer Faculty, Institute of Computer learning, New Delhi

**ACADEMIC QUALIFICATIONS**

* M.Sc in Computer Science from Maharshi Dayanand University, Rohtak
* Bachelor of Education ( B.Ed) – Maharshi Dayanand University, Rohtak
* Diploma in Computer Science – NIIT
* Bachelor of Arts, Maharshi Dayanand University, Rohtak

**PERSONAL DETAILS**

Date of Birth: 18 August 1971

Marital Status: Married

Husband: Working with the Landmark Group in a senior capacity

Issues: One 15-year-old son

Language Known:English, Hindi, Punjabi