From Mrs. Megha

**Sub : For the post of Admissions Officer**

Dear Sir/Madam

 I have come to known through reliable sources that there are certain posts of T.G.T./P.G.T. are lying vacant at your esteemed institution. Respectfully, I would like to submit my candidature for the same.

**Professional Synopsis**

A dynamic professional with more than two and half years of experience in administration, teaching, training and student management. I am keen planner & implementer which help students in good results.

Date of Birth 01 June, 1986

Married or Unmarried Married

Occupation Banker

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| --- | --- | --- | --- | --- | --- |
| S. No. |  Name of the Examination | Name of the School/University | Year of Passing | Subjects | Percentage of Mark & Div. |
| 1 | 10th | Haryana Board | 2002 | Eng., Hin., G.Sc. S.S.T., Skt., Maths | 68% Ist Div. |
| 2 | 12th | Haryana Board | 2004 | Eng., Hin., Skt. Pol., Sc., Hstory | 60.4% Ist Div. |
| 3 | B.A. | Maharishi Dayanand University Rohtak | 2007 | Eng., Hin., Pol.Sc, History | 61.33% Ist Div. |
| 4 | B.Ed. | Maharishi Dayanand University Rohtak | 2008 | Eng., S.St. | 62.2% Ist Div. |
| 5 | M.A. | Dr. B. R. Ambedkar University Agra | 2010 | Eng. Lit. | 60% Ist Div. |

**Educational Qualification**

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| Name of the Institution | Period of Service | Classes and subject |
| Shanti Public School Railway Road, Palwal Haryana | Oct 2010 to Oct 2011 | PGT English |
| National Victor public school New Delhi | Dec 2011 to Apr 2012 | TGT English |
| Vivekanand International School | Apr 2012 to July 2013 | TGT English |
| AVB Public School | Oct 2014 to April 2015 | TGT English |

**Teaching experience**

**Computer Skills:**

Worked on various windows platforms, Microsoft Office and have proficiency with net surfing.

Additionally I have qualified S.T.E.T. (State Teacher’s Eligibility Test) in the year 2008.

If I am employed at your Institution. I would work with complete dedication, sincerity and hard working.

I will give my 100% to this profession.

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 