

**CURRICULUM VITAE**

**BHAVIKA**



**OBJECTIVE’S**

Pro-active and result oriented with 5 years of broad experience in teaching /education in Kids campus international pre-school and Abc Fun School. Well-disciplined with proven ability to manage multiple tasks. . Outstanding relationship building, training and presentation skills, intelligent, articulate and driven to succeed.

** KEYSKILL’S**

 **Computer Skills**: Word, Excel, PowerPoint, Outlook & Window’s

**Language Skills**: English, Hindi.

**Personal Skills**:  Clear speaking voice.

 Profound ability to multitask and keep cool under work pressure.

Excellent ability to understand and carry out instructions tactfully.

Communicate with people from a wide variety of backgrounds and culture.



**Professional Qualification**

1. Completed C.C.D from chintamani Education from 2007.
2. Completed M.A. from M.S.university from 2006.
3. Completed HSC from Gujarat board in the year 2001.
4. Completed SSC from Gujarat board in the year 1999.



 **WORK EXPERIENCE**

**KIDS CAMPUS INTERNATIONAL PRE-SCHOOL**

**TEACHER**: Currently working as KG Teacher for “kids campus international pre-school from

June 16th 2013 to till date.

**Responsibilities**

1. Teaching kg student
2. Making objects for decorate class-room
3. Ready for planer for teach
4. Teaching by different objects
5. Encourage students for learn.
6. Giving feed back to every students

**ABC FUN SCHOOL**

**Quality Assurance:** Worked as nursery teacher for “ABC FUN SCHOOL” from Jun9th

2010 to 30th April 2013.

**Responsibilities**

1. Teaching rhymes with action
2. Play while to learn with children
3. Playing indoor as well as outdoor games
4. Indentify alphabets with different teaching aid
5. Familiar with children

**BALAJI ACADEMY**

**Counsellor:** worked as a counsellor from April 2006 to April 2008.

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|  | **Responsibilities** |  |  |

1. Handling customer for institution
2. Giving information about courses and material
3. Attend call and feed back to customer who visit institute
4. Attract to customer for course and other benefit
5. Maintain records of visitor of institute
6. Ensure timely follow up.
7. Encourage client for being a part of institute



**Technical Skills**

1. Diploma in computer application course: - Basics, MS Office & Internet from Aptech Institute.
2. Typing :Speed – 40 wpm



**Personal Details**

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| 1 |  |  |
| 2 | Date of Birth | : 14.12.1983 |
| 3 | Gender | : Female |
| 4 | Nationality | : Indian |
| 5 | Marital Status | : married |
| 6 | Languages Known | : Hindi, English |
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**Job Seeker First Name / CV No: 1714224**

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