***CURRICULAM- VITAE***

**SHWETA BHAWRA JINESH**

**Education:-**

**Bachelor of Arts, M.A in Hindi & B.Ed. in Pol. Science & Hindi.**

* Masters in Hindi.

Guru Nanak Dev University, Amritsar.

**Major Subjects: -** Hindi **(2009-2011)**

* Bachelor of Education

Punjabi University, Patiala.

**Major Subjects: -** Political Science & Hindi  **(2011-2012)**

* Bachelor of Arts

Guru Nanak Dev University, Amritsar.

**Major Subjects: -** Political Science, Sociology, Hindi. **(2006-2009)**

* **One Year Diploma in Computer Course.**

**Work Experience**

* Worked as an office assistant in Gill Acqua Hydro Power Generation Company
* Worked at Nag Infrastructure Pvt. Ltd. from Feb, 2013 to July, 2013 as a Computer Operator.
* **Two Years of Experience as a Primary Teacher**.

Utilizing the most effective teaching & Learning methods to Punjabi & Hindi to the students of class 5th to 8th.

* **Job Profile & Responsibilities**
* Preparing text Books & homework assignments.
* Participating in meetings with others teachers & also Parents.
* Planning, Preparing & Delivering Lessons to a high standard.
* Can take easily the pressure in long working hours. Willing to learn and ambition to grow.
* Interact with each other to make errorless job & positive attitude towards team working.
* Ability to work efficiently under time / job deadline limits.
* Easily and confidently come over on hassles in the job.

**Personal Profile:-**

* Date of Birth : 4 January, 1988.
* Marital status : Married
* Nationality : Indian
* Languages Known : English, Hindi & Punjabi.
* Computer Knowledge : Basics Knowledge of

Computer MS- Office, Excel

* Hobbies : Listening Music, Travelling &

 Reading Books.

**Job Seeker First Name / CV No: 1823184**

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