**Minal**

Email: minal.319658@2freemail.com

**Motive : To achieve excellence in every aspect of life through commitment, integrity and hard work..**

**Career Objective :**

To work with an organization with great potential for personal and professional growth.

**Education Qualification :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATION** | **YEAR OF PASSING** | **%** | **SCHOOL/COLLEGE** | **BOARD/****UNIVERSITY** | **MEDIUM OF INSTRUCTION** |
| B.ed ( English, Social Science) | December 2012 | 74 | - | IGNOU | English |
| T.Y.B.A(Psychology)  | March 2005 | 54 | L.D. Arts College | Gujarat University | English |
| H.S.C(Commerce) | March 2001 | 65 | Holy Child School | GSEB | English |
| S.S.C | March 1999 | 60 | Divine Buds School | GSEB | English |

**Additional Qualification :**

* Diploma in Software Applications.

(M.S Office, C Language, C++, VB 6.0)

**Work Experience :**

* **Institute :** Divine Buds Primary School (GSEB)

**Designation:**  Educator in Primary Section (Grade : I & II )

**Tenure :** December 2005 to August 2008

* **Institute :** Seventh Days Adventist School (ICSE)

**Designation:**  Educator in Primary Section ( Grade II)

**Tenure :** September 2008 to June May 2009

* **Institute :** Firdaus Amrut Centre School (CBSE)

**Designation:**  Educator cum Coordinator (Grade : VI & VII : English and Social Science)

**Tenure:** June 2012 to April 2013

* **Institute :** BAPS Swaminarayan Vidyamandir (GSEB)

**Designation:**  Educator in Primary Section (Grade VII & VIII : English and Social Science)

**Tenure:**  June 2013 to November 2014

* **Institute :** R.P Vasani International School (CBSE)

**Designation:**  Educator in Secondary Section (Grade VIII & IX : English and Social Science) and Examination Coordinator

**Tenure:**  June 2015 till date

 **Profile :**

* Day to day teaching
* Maintaining lesson plans and daily handbook
* To make classroom teaching interesting and creative
* To prepare a brief report on any event celebrated in the school
* Counsel students as well as parents when required
* Prepare the mark sheet of students in excel sheet
* Also handled administrative work like typing and arranging question papers, framing time table, managing school events when required.

**Strengths:**

* Ambitious
* Confident
* Quality Oriented
* Good Communication Skill
* Adorable Character
* Can work hard with sincerity and enthusiasm

**Personal Details**

* **Date of Birth** : 4th October 1983
* **Gender** : Female
* **Marital Status** : Married
* **Languages Known** : English, Hindi, Gujarati
* **Hobbies** : Making decorative articles like – cards, soft toys…, listening gazals, cooking