**GEETA**

**Geeta.368192@2freemail.com**

**CAREER OBJECTIVE**

### A position where I can take more responsibility and work hard while same is recognized and rewarded appropriately. Want to use my experience and knowledge to the fullest. I believe in working hard with full dedication to succeed and accomplishing goals.

**PERSONAL DETAILS**

**Nationality/Citizenship**: Indian

**Date of Birth**: 19 May 1983

**Marital Status** : Single

**Availability in Duabi** - 4 th may to 31 st may

**SOFTWARE SKILLS**

* Holding Certification on -Microsoft Excel, MS office, MS Power Point
* Proficient with internet explorer and Google Chrome

**EDUCATION**

* **H.S.C** form K.V.EME No-2, Baroda (2000)
* **B.COM,** Maharaja Sayajirao University of Baroda, Vadodara, Gujarat, India (2003)
* **Guidance and Counseling** course from M.S.Univesity, Baroda in (2007)
* **Teachers Training Program** from Nalanda International School (2005- 2006)
* **Child Development** course from The National Education center Under Logos Fellowship (2006)
* **B.ED** from Gujarat University, Ahmedabad, Gujarat

**EXPERIENCE**

* **Essar International School,Hazira(June2013 – present)**

Taking classes for the Sr. Kg students and teaching Hindi and spellings subjects in grade 1 and 2

* Taking remedial class for slow learner
* Designing curriculum and worksheets
* Conducting Parent’s counseling sessions for their children’s better performance
* Responsible to provide performance feedback to the parents
* Accompanying children for educational tours
* Preparing children to participate in different competition and functions
* **Bright School CBSE, Board (June 2009 – March2013)**

Had taken classes for the Jr. Kg students

* Conducted workshop for parents regarding the curriculum every 15days
* Conducted Parent’s counseling Sessions for their children’s better performance
* Responsible to provide performance feedback to the parents of Jr. Kg. children
* Accompanied children for educational tours
* Prepared children to participate in different competition and functions
* **New Era CBSE School Research (April2008- April2009)**
* Developed and instructed age appropriate lesson plan
* Maintained individual student anecdotes
* Incorporated hands on activities
* **Bright School CBSE, Board(March 2007 – April 2008)**
* Responsible to provide performance feedback to the parents of Sr. Kg. children
* Accompanied children for educational tours
* Prepared children to participate in different competition and functions
* Incorporated hands on activities
* **Nalanda International School, Sevasi (Sep2005 – March 2007)**
* Completed one year teachers training in 2005 – 2006
* Taught Sr.KG class for 6 months.
* **Cholamandalam Auto Finance, Baroda (March 2005 – August 2005)**
* Handling queries for the payments received through cheque, cheque punchingand kit punching
* Downloaded the ledger mails for resolving the queries of the customers
* Had given reminder calls to the customers about their installments
* Handled leads to the executives
* **Citibank Franchise, Baroda (Feb2004 – Feb 2005)**
* Had given reminder calls to the customers about their installments
* Had managed collection for installments received
* Receipt management and cash banking

**OTHER RELEVANT TRAINING COURSES AND WORKSHOPS**

* Banyan Club, Baroda, Alkapuri. (Had taken evening classes on fast track course instructor; conducted fast track English and fast track Tots program) (June 2008 – 2013)
* Conducted workshops for teachers on Phonetics, Activities and ideas related Circle time and Gross Motor Skill
* Had done Core skills certificate online course from British council