CURRICULUM VITAE

 

 **MANMEEN** **MANMEEN.368477@2freemail.com**

**CAREER OBJECTIVE**

To pursue Teaching profession with zeal to work in new field and accept challenging tasks that will utilize my overall activities, skills, and knowledge for the students age and transfer it to kids effectively by cultivating the special awareness and talent to enable them, integrate smoothly into the society and become better person in life.

**WORKING EXPIERENCE- 3 years**

* Working as Primary Teacher in Guru Tegh Bahadur Public School, Krishna Market, Lajpat Nagar-I From February 2013 to still working.

# PROFESSIONAL QUALIFICATION

# Junior Basic Training (JBT)(2010-2012) from MP Board .

* **CTET ( SEPTEMBER 2015)** from CBSE .
* Pursuing Diploma in special education( H. I) from C. B. S. M college.

# EDUCATIONAL QQUALIFICATION

# Pursuing M.A (English) from Algappa university

# B.Com. Pass(Correspondence) (2009-2012) from Delhi University .

* **Higher secondary** (CBSE) (2008-2009) from Guru Harkrishan Public school, India gate, New Delhi .
* **Senior secondary** (CBSE) (2006-2007) from Guru Harkrishan Public school, India gate

**COMPUTER SKILLS**

* Operating Systems: Windows 9x, 2000, XP,7.
* Other Software’s: MS Office, Paint,Adobe Photoshop, Adobe Acrobat.

**CORE COMPETENCIES**

* Good problem solving skills,initiative and judgement.
* Logical reasoning
* Ability to handle the pressure and responsibilities.
* Good interpersonal and communication skills.

**AREAS OF INTEREST:**

* Developing the methodologies for the growth of an organization
* Utilizing the self-made policies to acquire the positive results on the task

**OTHER ACHIEVEMENTS**

* Participated in group song competition organised by Delhi Schools of Cultural Activities Board and achieved 1st position.
* Received a certificate from NCC for passing the exam held in 2007
* Received a certificate of Social Service From Cancer Aid Societyand a gold medal and cup.
* Received a certificate from Shiamak dance institute for participating in summer funk show.

**ADDITIONAL RESPONSIBILITIES HELD IN PRESENT SCHOOL**

I have been working in the capacity of :-

* Guiding little ones to enhance their computer skills.
* Organizing Fancy dress and various other co-curricular activities at school.

**LANGAUAGE KNOWN: Hindi,English,Punjabi**

**PERSONAL INTEREST: Travelling, shopping ,Exploring restaurants.**

**PERSONAL INFORMATION:**

 **Date of Birth :** 25th August 1991

 **Marital Status. :**  Married

 **Nationality :**  Indian

 **Sex :** Female

**STRENGTH**

I Usually try to follow a very positive attitude and try to do my work with 100% efficiency.

I always set my standards and try to achieve it with 100% results. The best thing in me is to

Follow the discipline at every moment of my life. My parents and friends are my biggest strength.

I hereby declare that the above written particulars are true to best of my knowledge and brief.