Kavita

E-mail : kavita-393329@2freemail.com

**CURRICULUM VITAE**

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|  |  **Career Objective** |

Seeking a position in a reputed property where I can use my experience as well my knowledge which I have gained during my education and my experience to be a part of that work with dedication for the organizational growth and help me to grow as professional.

**SUMMARYOFSKILLS**-

* Good communication & writing skills.
* Ability to plan the lessons and deliver them efficiently to the students.
* Capability to maintain the relationship with the students and inspire them.
* Ability to do calculation fast through abacus.
* Ability to manage all extra curriculum activities held in school.

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|  |  **Professional Experience**  |

* Two years experience in Faridabad (India) from 2016-18

 Responsibilities handle-

1. Preparing assignments and deliver to the students.
2. Involving students into group discussions.
3. Focussing into number of worksheets given to the students.
4. Giving them different projects to different students according to their roll numbers.
* One year experience in Faridabad (India) from 2015-16

 Responsibilities handle-

1. Preparing maths and science lesson plans delivering lectures and engaging students in the subject.
2. Inspiring students, getting them into discussions, and developing their skill sets.
3. To sets test papers and preparing students for terminal exams.
* One year experience in Faridabad (India)from 2014-15

Responsibilities handle-

1. Creating teaching materials, providing it to the students, and applying the strategies of teaching Math.
2. Assigning the projects to the students as well as helping then to solve the problems which they face in the project.
3. Providing them the best practice worksheets as an assignment.
4. Conducting the group discussions for students so they can solve the problems amongst themselves.

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|  |  **Educational Qualifications** |

* Completed B.Ed.from **Maharishi DayanandUniversityRohtak, Haryana (India) with 64%**
* Completed B.Sc.Maths(physical sciences) from**DELHIUNIVERSITY** (Atma Ram Sanatan Dharma College)Delhi, (India) with63%
* 10+2 passed from HBSE Board(TakshShila Model School) Faridabad, (India),with 72%
* 10th passed from HBSE Board ( TakshShila Model School )Faridabad, (India),with 81%

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|  | **Extra Curricular Activities** |

* On the occasion of **INTER HOUSE** competition participate in Dance as well in Sports competition and got many certificates as appreciation.

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|  | **Computer Skills** |

* Basic knowledge of computer
* Internet surfing and EE-mails
* Ms.(word, excel) core, outlook

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|  | **Personal Details** |

* Date of Birth : 02nd October 1992
* Sex : Female
* Nationality : Nepalese
* Marital Status : Married
* Language known : English & Hindi

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|  |  **Strengths** |

* Optimistic attitude
* Team Player
* Workaholic

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|  |  **Hobbies and Interest** |

 **Hobbies**-

* Listening to music
* Travelling
* Dancing

**Interest-**

Applying the self strategies for achieving the goals of an organisation.

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|  |  **Declaration** |

I hereby declare that all above mentioned information is correct up to my knowledge and I here take the responsibility for correctness of above mentioned particulars.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (KAVITA)