

# Curriculum vitae

**Deepshikha**

**Contact:0583033690**

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## Career Objective:

To obtain a position as an elementary school teacher that will utilize my dedication to children's educational needs and development.

## Job Description:

M.R.N Public School - 25 November 2022 to 18 April, 2023

- Create and conduct instructional in-class and outdoor learning activities
- Keep an eye on the behavior and psychology of the students to understand any downfalls
- Create and distribute instructional material, such as notes, exams, and assignments
- Provide each student with individualized teaching while fostering interactive learning
- Record and evaluate the development of each student
- Participate in conferences and workshops to boost professional development
- Utilize the most cutting-edge teaching techniques while upholding the highest standards of quality
- Encourage student involvement in lessons and other activities related to education
- Work together with parents, guardians, coworkers, and other experts to protect and guarantee the educational welfare of students

LENORA DISPOSABLE - 2018-19

- Key qualification and responsibilities- performed work on MS- office, handled telephones, give required information, maintain data and
- deal with visitors.

## Educational Qualification:

Degree	University/Board	Year of Passing
CTET 2	CBSE	2024
Master's in political science	IGNOU	2023
B.Ed.	MDU	2023
B.A Pol. Science (Hons.)	Delhi University	2021
Intermediate	CBSE	2018
Matriculation	CBSE	2016

## **PROFESSIONAL QUALIFICATION**

Diploma in office management from **YMCA (2018-19) Course contents**

- MS- office
- Typewriting
- Professional Communication skills
- Office management

### **Teaching Skills:**

- Lesson Planning
- Critical Thinking
- Students Assessment
- Delivering Instruction
- Classroom Management

### **Technical Skills:**

- MS Office
- Economic research on internet
- Data analysis with MS access and excel
- Communication
- Multitasking
- Prioritizing
- Organization
- Technical skills
- Initiative and problem- solving ability

**Personal Profile:**

Name: Deepshikha  
Date of Birth: 28-March-2000  
Marital Status: Married  
Nationality: Indian  
Languages Known: English, Hindi  
Address: Flat no.301, The kanak society, sector 64, Faridabad, Haryana

**Declaration:**

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

**Deepshikha Bhardwaj**