

CURRICULUM-VITAE

Mrs. Garima Rajvaidya
W/o Mr. Akhilesh Rajvaidya
118-119 Jwaladevi Residency
Near Santoshi Mata temple,
Indore Road
Khandwa- 450001
Contact no: 9039571800

OBJECTIVE –

To inculcate intellectual, personal, and professional abilities, to develop an awareness of the importance of English as a means of international communication.

PROFESSIONAL PROFILE –

Started career journey as a spoken English faculty and proceeded further as an administrator, counselor, PGT in renowned schools, an honorary teacher for NGOs, visiting English faculty, Asst Prof (English and communication skills)

EDUCATIONAL QUALIFICATIONS-

- **B.Ed.** Programme run by IGNOU Bhopal M.P. with **74%marks**
- **M. Phil** in English Literature (D.A.V.V., Indore) 2002 with **92.1% Marks**.
- **M.A.** in English Literature (D.A.V.V., Indore) 2001 with **59.37% Marks**.
- **B. Com** (D.A.V.V., Indore) 1999 with **57.33% Marks**.
- **Higher Secondary** 12th (M.P. Board of Secondary Education, Bhopal) 1996 with **66.44% Marks**.
- **High School** 10th (M.P. Board of Secondary Education, Bhopal) 1994 with **63.38% Marks**.

PRESENT DESIGNATION

- Registered for **Ph. D** from **DAVV** Indore and recently completed **Ph. D Coursework**
- Providing services as a guest faculty at Govt Polytechnic College, Khandwa (M.P)

WORK EXPERIENCE -

- As a Spoken English Faculty at Blue Chip, Money Centre, Indore in the year (2001-2002).
- As an Administrator, Spoken English & Accounting Faculty at Commerce Academy, Usha Nagar Ext. Indore (2002-04).
- As a PGT (English) at Auckland Academy, Khandwa Road, Indore (2005-06).
- As an honorary teacher at Golden Birds School, Khandwa (2007-2012).
- Teaching as a PGT (English) at St. Jones Convent School, Khandwa
- Worked as an **Asst. Prof** at **Dr. C.V. RAMAN University**, Chhegaon Makhan, Khandwa from **2018** to **2020**, where, along with teaching **English Literature, Foundation Course, and Communication Skills** to undergraduate classes. Besides, I have been taking care of committees like **Academics, Cultural, Media, Moderation, Magazine, Uniform,** and

others either as a coordinator or asst coordinator as well as worked for the planning of the **Art and Literature Festival**.

- Conducted online classes on **Zoom** and **Google Meet** during the COVID crisis.

SOFTWARE PROFICIENCY-

“A” Grade **Diploma in Financial Accounting** (Practical & Computerized) with **Tally** Software from Commerce Academy, Indore in the year 1999.

Future pursuits-

Pursuing for **UGC NET**

STRENGTH-

- Optimistic
- Responsible

PERSONAL INFORMATION

Date of Birth	:	18 th May 1979
Husband's name	:	Akhilesh Rajvaidya
Nationality	:	Indian
Marital Status	:	Married
Languages	:	English, Hindi
Email	:	garima.rajvaidya18@gmail.com
Present address	:	118-119 Jwaladevi Residency, Indore Road, Khandwa

REFERENCES

- **Dr. Manik Sambre**
Retired principal,
Govt. College Mundi
Dist Khandwa(M. P)
Mob.: 98277-29626
- **Dr. Shalini Mathur**
Head of the Dept.
Dept of Humanities
IPS Academy
Indore.
Mob.: 7987419137
- **Mrs. Smita Vishwajeet Singh**
Senior lecturer
Swami Vivekanand Govt. H. S. School,
Indore(M.P)
Mob.: 96691-10313

Declaration

I **Garima Rajvaidya** hereby declare that the information given above is authentic in all respects to the best of my knowledge.

Place : Khandwa