Shweta Singh singh.shweta691@gmail.com

 +91 9920821246

Vashi, Navi Mumbai,400703

**Summary**

* Total **6.3 years** of Working Experience.
* 3 Years of experience in MNCs like **Infosys** and **TCS**.
* 3.4 years of teaching experience in Schools.
* **YouTube Blogger**: Running a Educational YouTube channel with the name of **Global Tution Classes By Shweta Singh. ,**link is : <https://youtu.be/mUaT6YFpygc>
* Looking for an opportunity to secure the position of a Teacher where I can employ all my skills for the benefit of the school.
* Good knowledge of utilizing all the modern teaching aids.
* Ability to handle children of different age groups.
* Good communication skill.

**Work Experience**

**Company: TCS(Tata Consultancy Services)**

Designation: Process associate

Duration: 16-May-2013 to 12-Sep-2013

Job Profile: Back office profile

 **Company: Infosys Limited**

Designation: Senior Process Executive.

 Duration: 17- May-2010 to 2-Oct-2012

Job Profile: Worked for **CISCO**, back office support profile

**School: Vivekananda Academy**

Designation: Computer Teacher.

Duration: July 2008 to April 2010

Job Profile: Worked as a Computer teacher

**School: SSVM Higher Secondary School**

Designation: Computer Teacher.

Duration: 14th August 2007 to 15th Feb 2008

Job Profile: Worked as a Computer teacher from 6th to 12th Class

 **Strengths:**

* Complete Microsoft Office
* Fundamental of computer
* Internet
* Visual Basic
* Basics of Networking
* HTML
* Having Knowledge of astrology and numerology
* Completed course **ITIL**

**Workshop Attended:**

* **Written** **Communication**
* **High Impact communication**.
* Fish philosophy
* **Project Commune Care** (It was a training program for communication for 3 months by British council certified trainer)
* Success Mantra: Training for interpersonal skill

**Extra-Curricular Activities:**

* Got Spot award in **Infosys** for **highest productivity with 100 % Quality.**
* **Finalist in Infosys Got talent for singing Competition.**
* Got **First prize** in **Infosys** in Sambhrama (Annual Day) for mad ads Event.
* Got Second prize in Infosys for cook without fire event on International Women’s Day.
* Performed Group singing as a Lead role on 15 th August 2013,( patriotic song)

**Education Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Year of passing** |
| Diploma in management | IGNOU | 2011 |
| **M.Sc. (Computer Science)** | MCNUJC | 2009 |
| PGDCA | MCNUJC | 2007 |
| **B.Ed.** | BU Bhopal | 2006 |
| B.Com | BU Bhopal | 2005 |
| 12th | MP Board Bhopal | 2002 |
| 10th | MP Board Bhopal | 2000 |

**Personal Information**

**Name :** Shweta Singh

**Date of Birth :** 30-Dec-1984

**Gender :** Female

**Marital Status :**Married

**Husband Name :** Mr. Abhinay Singh(Legal Advisor/Consultant)

**Nationality :** Indian

**Permanent Address :** Plot No. 05, Amritpuri, Khajurikala, Bhopal (M.P.)462022

**Present Address :**1402, B wing, shree Ganesh tower, sector 1, Vashi , Navi Mumbai 400703

**Hobbies :** Singing and Listening Music, Watching movies,reading,

**Languages Known :** Fluent in English and Hindi and Can understand Marathi

**Declaration**

All the above information is true to the best of my Knowledge.

Date:

Place: Vashi (Shweta Singh)