**CURRICULUM-VITAE**

**Mrs. Garima Rajvaidya**

W/o Mr. Akhilesh Rajvaidya

14 Ramganj,

Vinayak Rao Joshi Marg,

Khandwa- 450001

**Contact no: 9039571800**

**OBJECTIVE –**

To inculcate intellectual, personal and professional abilities develop 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, counsellor, PGT in renowned schools, 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 **92.01% 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**

I have been working as an **asst. prof** at **Dr. C.V. RAMAN University**, Chhegaon Makhan, Khandwa since **August 2018** where along with teaching **English and Communication Skills** to undergraduate classes, 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 working for planning of **Art and Literature Festival**.

**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 in Golden Birds School, Khandwa (2007-2012).
* Teaching as a PGT (English) at St. Jones Convent School, Khandwa

**SOFTWARE PROFICIENCY-**

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

**Future pursuits-**

Ph. D and UGC NET

**STRENGTH-**

* Optimistic
* Responsible

**PERSONAL INFORMATION**

Date of Birth : 18th May 1979

Husband’s name : Akhilesh Rajvaidya

Nationality : Indian

Marital Status : Married

Languages : English, Hindi

Email : **garima.rajvaidya18@gmail.com**

Present address : 41 rameshwarpuram colony, opp. Jhulelal temple

(gali no 6), Khandwa.

**REFERENCES**

* **Dr. Manik Sambre**

Retired principal, Govt. College Mundi, Dist. Khandwa ( M. P.) Mob.: 98277-29626

* **Mrs. Smita Vishwajeet Singh**

Senior Lecturer Swami Vivekanand Govt. H.S.School, Indore(M.P) Mob.: 96691-10313

* **Dr. Shivendra Sharma**

Academic Dean & Research Coordinator

Dr. C. V. Raman University, Khandwa Mob.: 98272-27345

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

Place : Khandwa