**POONAM MAHESHWARI**

 Contact No: +91-963067192 ,7999959007 E-mail: poonam.maheshwarigis@gmail.com

**Objective**

To build a constant growing career in Education Industry by fortifying skills and producing lucrative results for the students and the organisation.

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| Office Automation(Word,Excel and Power Point), Internet |
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 **Technical Skills**

**Educational Qualification**

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| **Exam Qualified** | **Institution – Board / University** |
|  CTET Paper I | CBSE |
| B.ED | DAVV , Indore |
|  PGDCA | Maharshi Mahesh Yogi Vedic University , Jabalpur |
| M.A. (English) | DAVV, Indore |
| B.com | DAVV, Indore |

**Experience**

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| **Title** | : | Head of English Department (Primary) at Golden International school, Indore Currently Co-ordinator of Primary ( working since 2014 ) |
| **Description**   | : | Conducting Discussion Sessions with the Teachers to develop interesting teaching methodologies.Management of syllabus in the classes.Preparation of Report.Learning walks.Supervision of Teaching Quality and Implementation of the planned plot. |
| **Title** | : | Teacher & Class Co- Ordinator at Agarwal Public School, Indore (For 3 Years since 2011 to 2013) |
| **Description** | : | Implementation of English Language Practice innovatively . |
| **Title** |  | Center Head at VERTEX EDUCATION (The centre of Computer and English) ,Indore(2001to 2010) |
| **Description** |  | Worked as the centre head for 10 years as well as a Training Partner for training the students of higher secondary and college . |

Workshops :-

English Training workshop at Annie Beasant Schhol. Indore

TOEFL workshop at Hotel Sayaji

Class room Management workshop at Medicaps College

 **Personal Profile**

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| Date of Birth  | : | 10 the July 1981 |
| Nationality  | : | Indian |
| Marital Status | : | Married |
| Language Known  | : | English, Hindi |
| Strengths  | : | Quick learner, Dedicated to the Teaching Profession, Adaptable to Change , Innovative and creative, zealous classroom partner with the students, Candid , Believer of a Quality Work , Cheerful with the Students , Motivator  |
| Hobbies  | : | Listening to the music, Reading and writing Poetries and Stories, Watching hilarious TV Shows & Inspiring Movies , Planning Activities. |
| Address  | : | Sector A,K-270 Scheme no. 71 Indore |

*Notice period required: One month*

*Convenient time to interact on phone : 4 p.m.*

 I here by declare that all the statements made in the above Resume are correct

to the best of my knowledge and belief. And I can shift to the respective city as per the job applied for.

**Date: Signature**

**Place: Indore (POONAM MAHESHWARI)**

