**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)**

