

RESUME

Add – 5A/3, Raja Road,
Dehradun - 248001
(Uttarakhand)
Mob -7310705037

Mrs. RUCHI MITTAL

CAREER OBJECTIVE

To work in an organization providing challenging task where I can use my skills, and strengths in conjunction with the objective and work sincerely with full commitment in accordance with the company's goal.

PERSONAL STRENGTH

- * Motivated towards growth.
- * Optimist attitude
- * Team Spirit

EDUCATIONAL QUALIFICATIONS:-

- * M.Com with 1st Div in year 2003 from K.R. Degree College, Mathura (Dr. B.R. Ambedkar University, Agra).
- * B.Com with 2nd Div in year 2000 from Khalsa College, Delhi (Delhi University).
- * 10+2 with 2nd Div. in year 1997 from U.P Board.
- * 10 with 2nd Div. in year 1995 from U.P Board.

PROFESSIONAL QUALIFICATION:-

- * B.Ed with 1st Div. in year 2006 from Jain Vishwa Bharti Institution, Ladnun, Rajasthan.
(Teaching subjects – S.St and Economics)

WORKING EXPERIENCE:-

- * As a faculty in LORD KRISHNA PUBLIC SCHOOL, MATHURA from 1st April 2001 – 31st March 2002.
- * As a faculty of TGT – S.St in KANHA MAKHAN PUBLIC SCHOOL, MATHURA from 25th June 2002 – 16th April 2008.
- * As a mother teacher in CHARMWOOD INTERNATIONAL SCHOOL, DEHRADUN from 8th July 2015 to present.

AWARDS & ACHIEVEMENTS

- * Received Best Teacher's award in 2002 and 2015.

KEY SKILLS

- * Highly motivated.
- * Good Communication Skills.
- * Perform task with confidence and responsibility.

COMPUTER SKILLS:-

- * Software Microsoft Word, Excel, Office, Power Point (Basic Knowledge of Computers).

PERSONAL DETAILS:-

Name : **Mrs. Ruchi Mittal**

Date of Birth : 22nd Feb 1981

Husband's Name : Mr. Saurabh Mittal

Nationality : Indian

Marital Status : Married

Language Known : English & Hindi

Permanent Address : 5A/3, Raja Road,
Dehradun – 248001
Uttarakhand

Hobbies : Reading Books & Listening Music

DECLARATION:-

I Ruchi Mittal notify you that all the details given up by me are according to my documents if any problem or the details are wrong then I am answerable to it.

Date :

Place :

(MRS. RUCHI MITTAL)