**CURRICULAM VITAE**

**SNEH**

693, Raiganj, Ayodhya

Near raiganj police chauki

Contact No.:-9335314638

Email id:-snehfeb211@gmail.com

**OBJECTIVE**

To work in dynamic and growth stimulating

environment which provides simple opportunities to utilize

and enhance my skills. I look forward to be an asset to the

organization. I work with and to move to higher echelons of

professional career.

**EDUCATIONAL QUALIFICATION**

* Passed M.A. from Awadh university in 2016
* Passed B.A. from Awadh university in 2014
* Passed intermediate U.P. board in 2012
* Passed high school U.P. board in 2009

**Other Qualification**

* 1 year course CPCA from NIFA (National institute of finance and account)
* Operating System: Windows XP, Windows 98.
* Programming Language: Tally 7.2.
* Database : MS-Office and basic knowledge

**Career Highlight :-**

* Presently working in **“Seth M.R Jaipuria School Faizabad**”
  + - As a **“Pre-primary Class Teacher”** (07thFeb. 2016 - till date)
    - **Also handled Admission query counseling of parents concerning admission and other front desk work.**
* Previously worked in**“Saket Bajaj” as an “Computer Operator” in Faizabad for 2 years. Job was** Data entry aiding system and telly caller
  + .
* Also worked with” **Hero Honda Agency and Bajaj Alliance**”in Faizabad as an **“CCE”** ( Customer care executive for 2 years)
* **Job Responsibility:-**
  + Handling daily classroom set up observing students' behavior and progress.
  + Developing weekly lesson plans in accordance with the school curriculum.
  + Collaborating with other subject teachers to monitor weaknesses and strengths of each student.
  + Communicating with parents to ensure proper guidance at home.
  + Coordinating games and fun activities among children.
  + Executing children's projects
  + Making and managing lessons plans for the whole class.
  + Daily classroom management, monitoring student behavior and individual student progress -
  + **Taken “Academic Training” of six days from Mrs.Beena Nair the General Manager (Academics), Specialization in Pre Primary Jaipuria Group Corporate Office Delhi.**
  + **Got “Assessment Planning Training” from Mrs.Gauri Singh Senior Manager Academics and Training) Jaipuria Group Corporate Office Delhi.(30 and 31st March 2016,1st ,2nd and 3rd April 2016)**
  + **Got special training on “Academic Planning” (Nursery) by Ms.TriptaTarunesh Senior Manger (Academics) Jaipuria Group Corporate Office Delhi (From 26th June till 28th June 2016)**

**PROFESIONAL EXCELLENCE SKILLS**

* + Possessing a highly motivated, flexible and determined outlook.
  + Ability to work in a team.
  + Having a assertive, positive and helpful approach.
  + Having a flexible approach to working hours.
  + Confident in both staff and pupils and in what they can achieve.
  + Can maintain absolute confidentiality and loyalty.
  + Committed to safeguarding and promoting the welfare of pupils.

**PERSONAL PROFILE:**

Father name : Mr. Anoop Kumar Chaurasiaya (Businessman)

Mother Name : Mrs. Saroj Devi Chaurasiaya (House wife)

Date of Birth                  :        18. 02. 1995

Nationality                 :        Indian

Strengths : Positive attitude, leadership quality,

Creativity

Marital Status                 :     Single

Hobbies                         :       Listening Music, Traveling, Reading Books

Current CTC : 2,80,000 P.A

**Declaration**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place -

Date - **(Sneh Chaurasiaya)**