

RESUME



Mrs. Vijaya M. Maretha (Vijaya H. Pawar)

C/o Manish Ashokkumar Maretha, Block No.11, Flat No. 351, DDA Flats
Kalkaji, Near Akram Auto Center, New Delhi. 110016
Mob : 7835908613 Vijaymanish07.vm@gmail.com

Career Objective :

As a public educator and to give the best in myself to the growth to the co.(school) willing to take up challenging job excel in it. I am eager to use my proven Leadership, dynamic and efficient skills to continue the legacy of quality education and help prepare students for future success.

Personal Details :

Name : **Vijaya Manish Maretha (Vijaya H. Pawar)**
Husband Name : **Manish Ashok Maretha**
Date of Birth : 29/04/1990
Gender : Female
Language Known : English Hindi, Marathi, Rajasthani
Marital Status : Married
Regions : Hindu
Nationality : Indian
Qualification :

Name of Exam	Board/ University	Passing year	Division
S.S.C	Amaravati Board	2007	I st
H.S.C.	Amaravati Board	2010	I st
B.Com	Amaravati University	2013	I st
MCM	Amaravati University	2015	I st

Computer and other Skills

- 1] Coversant in MS Office suite, and in Tax Base, Accounting Software and Tally.
- 2] Languages Known C, C++, Java, Oracle, Sql, adbms.
- 3] Working knowledge on software development, testing ,coding
- 4] Completed Computer Course MS-CIT.

Academic and other accomplishment stood third Merit in MCM

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Work Experience :

- 1] Worked with Mungilal Bajoriya Convent School as English Teacher and Personality Development Teacher for 2 years, [From 2016 to 2020]
- 2] Worked with Poddar International School as Co- Ordinator (Event) Teacher Supervisor for Higher Secondary.
- 3] Worked with Poddar Jambo Kids [As Supervisor] under Head Mistress (HM)
Total 4 years of experience.

Other Hobbies and Interests :

Listening , Music, Reading, good books cooking ,Cricket.

Date :

Mrs. Vijaya M.Maretha (Vijaya H. Pawar)