

CURRICULUM VITAE

HEENA GUPTA

H.NO.G-II, 60/18,

Ratiya Marg Sangam Vihar,

New Delhi-110080

Mobile No:- 8700152218

Email Id:- bhunny476@gmail.com

OBJECTIVE:-

An organized professional with proven teaching, guidance, and counselling skills. Ability to be a team player and resolve problems and conflicts professionally. Have the ability to communicate complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

ACADEMIC QUALIFICATION:-

<u>College/school</u>	<u>Board</u>	<u>University/school name</u>	<u>Year of Passing</u>	<u>% or Grade</u>
Matriculation	CBSE	Florence Public School	2014	56%
Intermediate	CBSE	Mother's Mary Public School	2016	80%
B.A Program	CBCS	Maharaja Agrasen College(D.U)	2019	57%
B.Ed.	CBCS	Maharishi Dayanand University [ROHTAK]	2023	68.7%

TRAINING EXPERIENCE:-

- Met parents maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations.
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work
- Provide informative presentations to Class 2nd students regarding all subject Specially in social science and ensure that all students fully comprehend all aspects
- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Worked closely with the other experienced teachers to enhance my teaching skill and knowledge to ensure all avenues of the curriculum are met and delivered lessons to the students.
- Adopted distinctive teaching methodologies, documented all lessons, joined healthy group discussions
- Proficiency in handling computer aided tools and web platform.

TEACHING EXPERIENCE:-

- **FRESHER**

PROFESSIONAL COMPETENCIES:-

- A passion about the teaching field with a great teaching aptitude.
- Knowledge of utilization all modern teaching aids appropriately and effectively.
- Knowledge of common students' psychology.
- Proficiency in handling computer aided tools and web platform.

PERSONAL COMPETENCIES:-

- Good Temperament and emotional stability in any kind of situation
- Hard Working, Self-Motivation, Honesty, Good Listener, Speaker, Curious for gaining knowledge.

TECHNICAL SKILLS

- Excellent with Children's.
- Good Communication Skills
- Interpersonal Skills.
- Time Management Skills
- Proficient with Microsoft Word, Excel and PowerPoint.

INTEREST AND HOBBIES

- Reading Books.
- Learning languages.
- Volunteering.
- Photography.
- Listening to music.
- Travelling.

PERSONAL DETAILS:-

Father's Name : Mr. D.C Gupta
Marital Status : Married
Spouse Name : Mr. Aman Goyal
Date of Birth : 23rd Oct, 1997
Gender : Female
Nationality : Indian
Languages Known : Hindi & English

DECLARATION:-

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

PLACE: - Delhi

DATE:-

(HEENA GUPTA)

