NEHA SHUKLA

JIRIYA TAMOLIN GALI

KHAJEKALAN PO. JHAUGANJ

PATNA CITY – 800008, BIHAR

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| Personal Profile | **FATHER’S NAME : MR. H. S. SHUKLA**  **DATE OF BIRTH : 16 – JULY – 1997**    **PLACE OF BIRTH : PATNA CITY, BIHAR**  **GENDER : FEMALE**    **LANGUAGES : ENGLISH & HINDI**    **MARITAL STATUS : UNMARRIED** | | |
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| Career Objective | I seek challenging opportunities where I can fully use my skills for the success of the organization. | | |
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| Experience | **[01-APRIL-2013 TO 31-NOV. 2016] [PRT – CUM – ADMIN EXECUTIVE]**  **[ST. ANNE’S HIGH SCHOOL, PATNA]**  * **Worked Experience details as an PRT :-**   1. Worked as an Mother Teacher in class – I and taken all subjects except Hindi.  2. Choreographed Dance, Drill and Aerobic to the Students for different programmes of School.  3. Performed as a Master Of Ceremony in the Annual Cultural Programme.  4. Anchored for different Programmes in English language.  5. Taught English prayer songs to School Quire Girls Group.   * **Work Experience details as an Admin Executive** **:-**   1. Designing of Question papers from Classes – PG to XII in Ms-Word as well as Adobe.  2. Record maintenance related to Examination, Accounts, Admissions, Students Personal Data Etc.  3. Designing of formats for different occasions.  4. Did Accounts related work like book keeping, stock entry etc. when required.  5. Worked on SMS software (Schoolalert.com) for shooting informative SMS of Notices, Home-works and Absentees. **[05-Dec-2016 TO MARCH, 2018] [Admin – Cum - Marketing]**  **[ BRADFORD INTERNATIONAL SCHOOL, PATNA]**  * **Work Experience Details As An Admin Executive :-**   1. Maintenance of different files related to Academics as well as Administration.  2. Stock Entry of different heads required in a School.  3. Designing of different forms and format according to need.  4. Assist Principal in different works related to academics.  5. Looking after SMS Portal of School for shooting of different notices, daily home-works and absentee records to the parents contact number.  6. Trying of Different Office Orders, Official Memorandums etc. on Ms-Word.  7. Sometimes did Accounts work when required.   * **Work Experience Details in Marketing :-**   1. Maintenance and verification of Calling Data.  2. Did different marketing activity for enhancement of Admission.  3. Made a Marketing Calendar for the period of January – March related to activities which should be performed in the season of Admission.  **[FEBRUARY, 2018 TO CURRENTLY WORKING] [CLASS REP. CUM MOTHER TEACHER OF GRADE II]** **[ BISHOP SCOTT BOYS’ SCHOOL, PATNA]** | | |
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| Academic Education **Professional**  **Education** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S.NO** | **DEGREE** | **MEDIUM** | **UNIVERSITY/BOARD** | **YEAR** | | 1. | SECONDARY | ENGLISH | N.I.O.S. | 2013 | | 2. | SENIOR SECONDARY | ENGLISH | N.I.O.S. | 2015 | | 3. | B.SC  (ZOOLOGY HONOURS) | ENGLISH | MAGADH UNIVERSITY | 2018 | | 4. | M.A. (ENGLISH) | ENGLISH | IGNOU | 2022 |  |  |  |  |  | | --- | --- | --- | --- | | **S.NO** | **CERTIFICATE** | **INSTITUTE** | **YEAR** | | 1. | ADCA | SHRI SHYAM INFOTECH, PATNA CITY | 2015 | | 2. | TALLY ERP 9 | SHRI SHYAM INFOTECH, PATNA CITY | 2016 | | 3. | PURSUING D.EL.ED | NATIONAL INSTITUTE OF OPEN SCHOOLING | 2017 – 2019 | | 4. | B.Ed. | BHABHA UNIVERSITY, BHOPAL | Pursuing | | | |
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| Skills and Achievements | **Achievements:**   * Got Second Prize in Paper Pasting Activity in year 2013 organized by Fevicol. * Got Third Prize in English Calligraphy Competition organized by Doms in year 2014. * Received **Best Mother Teacher Of The Year Award** in St. Anne’s High School, Patna in year 2015.     **Skills:**   * Speak and write in fluent English. * Proficient in Microsoft Office including Excel and Powerpoint. * Able to manage and implement social media stuffs. * Excellent verbal and written communication skill. * Able to handle any critical situation with calmness. | | |
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| Interests | * Dancing * Singing Hollywood songs * Organizing different events * Decorations * Outdoor and indoor games * Painting * Creative writing in English | | |
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| **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**  **Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
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