

SHAILJA VERMA

- Zirakpur, India | shailja04verma@gmail.com
- Contact - 8968409086

Objective

I wish to work with commitment and dedication which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment, where acquired skills and education could be utilized for continued growth and advancement.

Competencies

- Ability to work in flexible hours.
- Hard working, perseverance in work related problems, punctual and enthusiastic.
- Excellent interpersonal and co-ordination skills.
- Good command on computer such as on excel, word, internet serving, etc.

Work History

DELHI WORLD PUBLIC SCHOOL, ZIRAKPUR

PRT

April 2020 – June 2020

Subjects Taught – English, EVS, Mathematics

Grade – 2nd

ALLIANCE INTERNATIONAL SCHOOL, BANUR

TGT SST

April 2019 to March 2020

Subjects Taught – Social Studies

Grades – 7th to 10th

BANYAN TREE SCHOOL, CHANDIGARH

PGT Economics

April 2018 to March 2019

Subjects Taught – Economics and English

Grades – 10th and 11th and 4th and 5th

SD College, Chandigarh

Guest Lecturer Economics

January 2018 to April 2018

Subjects Taught – Agricultural Economics

(1 Semester)

Grade – Bvoc (Final year)

ACELAD GLOBAL, MOHALI

HR Executive

An education consultancy firm

November 2016 to June 2017

SUCCESS GURU, CHANDIGARH

Senior Teacher

Subjects taught – All subjects

Grades – 3rd to 8th

Subjects taught – Economics and Statistics

Grades – 11th and BCom 2nd year

August 2014 – November 2016

Roles and Responsibilities

As a Teacher:

- Maintaining class discipline, attendance register, class boards, house registers.
- Framing exam papers.
- To enhance inter personal skills and confidence of the students.
- Student's upbringing and knowledge.
- Assigning weekly worksheets and assignments.
- To conduct activity after every chapter in junior classes.
- Regular check on notebooks, attendance register, etc.
- Providing written or printed notes in senior classes.

As an HR Executive:

- To recruit candidates for various Tier- I companies of different locations.
- To arrange Job Fests for various IT colleges.
- Preliminary screening of candidates.
- To arrange meetings with the college TPOs and company's concerns.
- To collect the data base of the various companies.
- Visiting colleges and companies for meetings.

Education Credentials

B.ed (Economics and Commerce)

SVIET College, Banur

(Affiliated to Punjabi University)

Year - 2018 - 2020

MA (Economics)

SD College, Chandigarh

(Affiliated to Punjab University)

Year 2014 - 2016

BCom

Dev Samaj College, Chandigarh
(Affiliated to Punjab University)

Year 2011 - 2014

Higher School (10+2)

Govt. Model Senior Secondary School, Chandigarh
(Affiliated to C.B.S.E)

Year 2011

Matrix (10th)

St. Peter's Secondary School, Chandigarh
(Affiliated to C.B.S.E)

Year 2009

Extra-Curricular Involvement

- Won several Certificates in **Handwriting** in School Time.
- Done **Tally ERP 9** with grade A in the year 2011.
- Participated in 7 day **NSS Camp** for 2 years in Graduation, held by Dev Samaj College.
- Attended several **Seminars on Economics** in Graduation and Masters.
- Participated in **Econophoria (Economic Fest)** in 2 years of Post Graduation conducted by S.D College, Chandigarh.
- Attended **7 day Workshop on Computational Economics** in 2nd Semester of Masters held by S.D College.
- Learnt **R Software** in a 3 day Workshop held by S.D College in 4th Semester of Masters.
- Attended 2 days Capacity Building Programme on Social Studies conducted by CBSE on 18-19 October 2019.
- Attended Webinar on '**Art of Conducting Effective Classes**' on 30 May 2020 conducted by '**Delhi Metropolitan Education**'.

Declaration

I HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

(SHAILJA VERMA)