

RESUME

DHIVYA .G

Mobile No: 8270727378

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OBJECTIVE:

Looking for an opportunity to secure the position of a Teacher where I can employ all my skills for the benefit of the school. Well skilled, educated followed by internship like to achieve.

Good progress in my career through all my best subject knowledge and great teaching efforts.

KEY SKILLS:

- Excellent communication skill with fluency in spoken English.
- Excellent command over comprehension.
- Strong knowledge of utilizing all the modern teaching aids.
- Ability to handle children of different age groups.
- Expertise in using new teaching methodology to explain difficult topics.

STRENGTHS:

- Enthusiastic and hardworking.
- Possess Positive attitude.
- Responsible towards work.
- Self-motivated and directed.

ACADEMIC QUALIFICATION:

- M.Sc(Computer Science) from Alagappan University, Kanchipuram, TamilNadu (1st year 71% Pursuing 2nd year)
- Certificate in Teaching English from TamilNadu open University, Kanchipuram in 2013
- B.Ed. (Computer Science) from SCSVMV University, Kanchipuram, TamilNadu in 2012 with 79.80%.
- B.Sc. (Computer Science) from Kanchi Sri Krishna College of Arts and Science, Kanchipuram, TamilNadu in 2011 with 81%.
- HSC from Government girls Higher Secondary School, Kanchipuram, TamilNadu in 2008 with 63%.

SOFTWARE SKILLS:

- **Operating Systems** : Windows XP, 07 & 08
- **Office Automation** : MS-Office, Star office , DTP, CoralDraw,
- **Languages** : C, C++, JAVA, VB, Oracle,Tally
- **Web Technology** : HTML

INTERNSHIP:

- Worked as Secondary Teacher in SJGJ School (CBSE) for 3 Years.
- Worked as Higher Secondary Teacher in SSKV School for 1 years.

RESPONSIBILITIES:

- Teaching English to Primary and Secondary students.
- Teaching Computer science, Science and Social Science to Primary and Secondary students.
- Initiate in organizing dram for lesson basic in collaboration with students.
- Applying innovative interactive methods to make learning fun.
- Prepare question papers and correcting answer sheets.
- Initiate in organizing Quiz and workshops in collaboration with students.
- Action method can be used for teaching lesson and then teaching question and answers.
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EXTRA-CURRICULAR ACTIVITY:

- Participated in Science seminars and workshops in school.
- Participated in many Quiz competitions.
- Participated in Smart class (K-Yan) seminars in school.

ADDITIONAL COURSE:

- Type writing skill
- Diploma in Computer Application
- Free hand outline and Model Drawing

HOBBIES:

- Dance
- Drawing
- Painting
- Art and craft work
- Reading the ancient literature
- Listening music

PERSONAL DETAILS:

Name : Dhivya .G
Date of Birth : 03-10-1990
Age : 26
Nationality : Indian
Marital Status : Married
Sex : Female
Permanent Address : No 311, Main Road,
Vilapakkam, Karikilavakkam
Post, Thiruvallur DST –
602021
Language Known : English, Tamil ,Telugu

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

DATE:**G. Dhivya****PLACE:Thiruvallur**