**Mrs POOJA KALHIA** Mobile: 7982736264, 9910002445 Email: kalhiapooja.2008@gmail.com

**Job Objective**

*Seeking a job that assume more challenging work in the field of teaching which will utilize my potentials to the fullest extent*

**Professional Profile**

* Over 18 years of experience in Teaching
* Ability to perform under pressure and achieving the pre-determined targets within stipulated time frame.

**Academic Credentials**

* E.T.T done from J& K University in the year 2011
* 2 Yrs N.T.T from Bal Bharti , Pusa Road, Delhi in the year 1998-2000

**Organisational Experience**

*Tenure Organization, Place Designation*

**October’11 to till date Presidium Indirapuram PRT**

**March’08 to Feb ‘2011 Marks Kinder Garten, Janakpuri,Delhi LKG Teacher**

**April’ 06 to July’07 Dwarka International School, Dwarka, Delhi Nursery teacher & Coordinator**

**April 2000 to Feb’04 Modern Convent School, Dwarka Pre- Primary Teacher**

***Profile***

* Involve every child to take part in each & every activity & give personal attention to every single child
* Co-coordinating with the seniors regarding problems & discuss & implement how to improve the quality of education & teaching methods
* Maintain the complete data (Register update, Filling, Other Records etc ) on daily & weekly basis.
* Make every teaching lesson interesting by using latest techniques to attract the child’s attention
* Arrange various co- curricular activities for overall development of the child.

**IT Skills**

* Well Versed with MS Office,
* Conversant with Office Automation & Internet Applications.

**Personal Details**

Contact Address :, B-37A, Rajat Vihar, Sector-62, Noida

Telephone : 7982736264, 9910002445

Date of Birth : July 24’ 1981

**(Pooja Kalhia)**