

RESUME

ARUNA PODDAR



PROFILE

Self directed, enthusiastic educator with a passionate commitment to enhance learning experience. Searching for a new opportunity to secure a position as Teaching Faculty with company/organization seeking dependable employee and furthermore enhance the ability as a trainer/educator /skills provider.

Highlights of Qualifications:-

- Exceptional ability to collaborate with team members and teach new concepts in an effective manner.
- Versatile, multi-tasker that consistently exceeds expectations.
- Planned, scheduled and managed all training classes.
- Mentored other training professionals and class instructors.
- Strong superior presentation skills.
- Excellent oral and written communication skills
- Good attitude, high energy and great team player
- Exceptional ability to work with little direct supervision.
- Profound ability to support the Company's values, goals and objectives
- Strong ability to effectively articulate concepts in an easily understandable manner.

EDUCATION AND CERTIFICATIONS

Class/ Course	Board/University	Marks	Percentage	Division
Matriculation	CBSE	280/500	56	Second
10+2	CBSE	359/500	71.8	First
B.A	Panjab University	1605/2400	66.87	First
(Geography Hons.)	Panjab University	575/800	71.8	First
M.A (Geography)	Panjab University	1096/1600	68.5	First
B.Ed(S.St and Eng)	Punjabi university	983/1200	81.91	First

Research Publications and Projects Undertaken:

- ✓ Individual authored Research Paper titled “**Responsible Tourism- Key to Environment Sustainability and Biodiversity Management**” is selected for publication in an International Refereed Journal named **IJBI** (International Journal of Business Innovation) as a part of international conference named “**Innovations in Management Practices, Tourism and Entrepreneurship: Opportunities and Challenges**” organized at Maharaja Agrasen University, Baddi HP.
- ✓ Associated with Rural project (**DDU-GKY**) (“*Deen Dayal Upadhaye Gramin Jankalyan Yojna*”) as a Master Trainer under Ministry of MHRD (Human Resource Development) organized by ITFT college by providing online live lectures on travel and tourism skills on Skype.
- ✓ Certification in another project under MHRD for skills development, covering various Punjab Govt. Colleges, project named **RUSA** (*Rashtriya Ucchar Sikhsha Abhiyan*)

ACHIEVEMENTS (2011-12)

- *Achieved Certificate of Excellence (COLLEGE COLOR) in outstanding performance in Academics in B.Ed course during sessional exams.*
- **Achieved Merit Certificate for securing FIRST POSITION in College Sessional Examination (B.Ed)**
- **Participation Certificate in Elocution in ZONAL YOUTH FESTIVAL ORGANISED BY PUNJABI UNIVERSITY PATIALA.**
- **Achieved Best Grade as NSS Volunteer during B.Ed course in 2011-12.**

ACHIEVEMENTS (2005-10)

- Secured **first position** in Debate on the topic “**Organic Farming**” in **Second Chandigarh Social Science Congress (CSSC-2)** in GEOGRAPHY DEPT, Punjab University, Chandigarh in the year 2009-10.
- Achieved the title of Miss Geography in the year 2009-10 in Panjab University Chandigarh.
- ***Achieved honours in Geography in the year 2008 with 71.8%.***
- Achieved **Certificate of Merit** for being **Most Active Member** of the **Geography Society** in the year 2007-08.
- Achieved Certificate of Merit for having stood Second in Geography and Third in H.C.P in the year 2007-08.

- Achieved Certificate of Merit for having stood First in Paper Reading Contest on Space Exploration in the year 2007-08
 - Achieved Certificate of Merit for having stood First in Economics, Second in English and Geography in the year 2006-07.
 - Achieved Merit Certificate for having stood First in Environment Studies in the year 2005-06.
 - Achieved Certificate of Merit for having stood first in Paper Reading Contest on U.N Day Celebration in the year 2005-06.
 - Achieved Participation Certificate on attending One Day Workshop on Creative Writing organized by English Literary Society in the Year 2005-06.
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EXPERIENCE

INSTITUTE OF TECHNOLOGY AND FUTURE MANAGEMENT TRENDS COLLEGE (ITFT),NEW CHANDIGARH.

POSITION- ASSISTANT PROFESSOR (Travel and Tourism) (AUG 2012 TO PRESENT)

- Integrated technology into curriculum through the use of **LCD projectors and smart classes** and utilizing Internet for resources on Current Events and references.
- Teaching of subjects like **Geography, Research Methodology and Conferences and Events, Customer Care and Interpersonal Skills** through various student-centered learning methodologies; significantly enhanced the class environment by acting as facilitator to promote student leadership in initiating and creating positive learning opportunities.
- Making maximum use of Graphic representation like Maps, Satellite Imagery so that students could see the ground realities (required as per subject) and making teaching effective.
- Teaching through the use of PowerPoint presentations for better learning.
- Establish and maintain positive relationship with students and colleagues, fostering an environment of open communication and support.

SOFTWARE /SYSTEM SKILLS

Desktop Application: Word, Excel, PowerPoint and Internet.

PERSONAL DETAILS

DOB: 09 Aug 1988

MARITAL STATUS

Unmarried

LANGUAGE SKILLS

Speak, read and write English and Hindi.

INTERESTS

- Listening to Music
- Playing Badminton
- Social Networking

STRENGTH

- Punctual
 - Hardworking
 - Passion for teaching and Training and increasing knowledge.
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