

DIVYA KAUSHAL

Address

Hno 3183 Sector 49 D

Chandigarh

Assistant Professor (1.5 Years)

Working as an Assistant Professor in ITFT College , Mullanpur .

- Conducting English and Personality development lectures.
 - Teaching students Life management skills and Interview skills.
 - Making presentations and delivering it.
 - Arranging activities and play for better learning.
 - Taking Online classes for students under different Govt. Projects.
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CORE COMPETENCIES

- Excellent Communication skills
 - Creative and active
 - Possess Positive attitude.
 - Self confidence
 - Quick learner
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SKILL SUMMARY

- Confident enough to teach and handle all classes.
- Excellent communication skill with fluency in spoken English.
- Excellent knowledge of utilizing all the modern teaching aids appropriately and effectively.
- Creative and initiator for taking active part in arranging functions and activities.
- Proficiency in handling computer aided tools and the web platform.
- Uncommon ability to create quick interests among the students about the subje

CAREER PROGRESSION

B.E.d. English ,Commerce

Completed B.Ed. Teaching Practice from Govt. School , Sector 17 Panchkula (Haryana).

Experience:

- Prepared and promoted students participation in extracurricular activities.
- Arranged activity in improving attention and concentration power of students .
- Arranged function and maintained good relations with senior teachers and students.

Worked as an IELTS Trainer in an Institute Lead Education , Mohali (1 Year) .

KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS

- ❖ Awarded Certificate for standing third in Functional Management in B.Com 'Honors' Final Year.
- ❖ Performed as host in Yuva lok in **Doordarshan Kendra** Chandigarh.
- ❖ Skill Certificate in Cookery course from Chandigarh Institute of Hotel Management.
- ❖ Certificate of participation in collage/poster competition held at college.
- ❖ Certificate of spoken English / personality development from British Council.
- ❖ Participated in 'on the spot embroidery contest ' in school.
- ❖ Active in performing in many cultural activities in school like
Group song , group dance, Solo Dance drawing competitions.

TECHNOLOGICAL SKILLS

- Certificate from EITEC (Basic computers).
- Proficient in MS Office, MS word, Excel (VLOOK UP, PIVOT TABLE) , Power Point.
- Well versed with latest learning tools and Internet .

EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

B.Ed. (Commerce, English) Shree Sat Guru Dev college of Education Distt. Panchkula (Haryana). **2014**

M.B.A (Finance, H.R) from Punjab Technical University **2010**
S.A.S Institute of Information Research and Technology , Mohali

B.com 'Honors' -Business Economics from Panjab University **2008**
Govt College for Women , Sector 42 Chandigarh.

Completed B.Ed. Teaching Practice from Govt. School , Sector 17 Panchkula (Haryana).

Experience:

- Prepared and promoted students participation in extracurricular activities.
- Arranged activity in improving attention and concentration power of students .
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TRAININGS/SEMINARS/WORKSHOPS

Online teaching sessions to Sikkim students under Govt Project (DDUGKY).

Given training under YES PROGRAM in the college premises.

Worked and attended workshops under Govt Project(NULM) Chandigarh.

PERSONAL DOSSIER

Father's Name	Raj Kumar Kaushal
Date of Birth	11-June -1987
Sex	Female
Marital Status	Single
Languages Known	English, Hindi , Punjabi
