



SONIA MONDOL

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○ Career Objective

Seeking a position as an IT Faculty/Computer Teacher in an organization allowing me an opportunity to implement my practical knowledge to shape up the next generation with utmost sincerity and dedication and contribute my skills towards the growth of the organization.

○ Education

B.Ed. from Rajiv Gandhi College of Education, Bengaluru, affiliated to Bangalore University.

MCA from D.A.V. Institute of Management, Faridabad, affiliated to Maharshi Dayanand University, Rohtak.

BCA from K.L. Mehta Dayanand College for Women, Faridabad, affiliated to Maharshi Dayanand University, Rohtak.

○ Work Experience

- 13th May 2016 till 31st August 2022 : Worked in **PSBB Learning Leadership Academy**, Lakshmipura, Bangalore affiliated to CBSE board as a Primary Teacher.
- 24th July 2013 till 11th April 2015 : Worked in **Sri Vivekananda International School**, Tiptur (Karnataka) affiliated to ICSE board as PRT English, Computer and Science.
- 10th May 2013 till 10th July 2013 : Worked in **Tagore Public School**, Ballabhgarh, Faridabad (Haryana) affiliated to CBSE board as a **PRT Teacher**. (Subjects : English, Computer and Science)
- 12th Sept 2011-30th April 2013 : Worked in **Rawal International School**, Nangla-Sohna Road, Faridabad (Haryana) affiliated to CBSE board as a **PRT Teacher**. (Subjects : Computer, English and Science)
- 2nd April 2010- 30th August 2011: Worked in **Shree Ram Model school**, Central Green, Faridabad (Haryana) affiliated to CBSE board as a **PRT Teacher**. (Subjects : English, Computer and Science)

○ Roles and Responsibilities

- Provide fundamental programming along with computer applications to the students.
- Preparing presentations on various curriculum topics.
- Preparing practical as well as theoretical assignments for the students.
- Result Preparation (Report Bee) and Preparing Time-Table.
- Handling the Smart classes.
- Updating information in Fliplearn and School Website and Compiling and editing videos for Important days to be observed in School.

Summary of Skills

- Composed, innovative and creative.
- Store house of fresh ideas and a keen learner who believes in team work and co-operation in an organisation.
- Profound knowledge of various computer applications and ability to solve the technical problems.
- Excellent communication and written skills as well as ability to motivate the students.
- Ability to provide the best practices to make the students expert in using computer.
- Capacity to solve the problems pertaining to the computer programs
- Ability to research on the various computer applications.
- Ability to provide support to the students and good organizational skills.

○ Technical Skills

- **Operating Systems:** Windows 2007,2008,2010, Linux (Edubuntu)
- **Office Package:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Well versed with internet application.

○ Hobbies

- Listening to music
- Browsing internet
- Reading Books
- Cooking
- Travelling

○ Personal Dossier

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|------------------------|------------------------------|
| • Husband's Name | : Anthoney Tirkey |
| • Nationality | : Indian |
| • Date of birth | : May 14,1988 |
| • Language proficiency | : English, Hindi and Bengali |
| • Native | : West Bengal |
| • Marital Status | : Married |
| • Religion | : Roman Catholic |
| • Salary | : Negotiable |

DATE:

PLACE: Bangalore, Karnataka

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