

CURRICULUM-VITAE



Neha Gaur

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Summary and Career Objective:

My primary objective is to obtain a challenging teaching position as an Economics teacher utilizing creativity and a genuine desire to educate. I have ten years of mixed experience in the education and insurance sector with a broad skill set comprising managing an operations team in a renowned insurance company and teaching/heading PG and UG, SSC classes for commerce subjects.

Work Experience: 10+ years:

Treamis World School July2023-till date

- Working as PGT (CBSE, Cambridge)- Economics, Business Studies
- Handling role of Class Mentor for grade XI
- Member of the examination committee for commerce
- House Mentor for Pegasus House
- Club mentor for dance club
- Conducted various Intramural sports activities
- Successfully conducted Student led conference (SLC) for grade 9-12

Freedom International School -May2022-April 2023

- Working as PGT- Economics, Entrepreneurship
- Managing economics classes for all three streams (Science, Commerce & Humanities)
- Leading 'Finance Club' as per CBSE guidelines.
- Taught basic economic concepts to students.
- Designed different picture slide shows and concept models related to Economics to make teaching more interactive.
- Developed and conducted extracurricular activities and competitions related to economics for students.
- Contributed to CBSE board evaluation of 2023 (prepared answer key for board paper)
- Conducted CBSE board internal and external practical exams

Centre for Distance Education and Virtual Learning -Jain Deemed to be University May 2021 -Sept 2021

- Working as Assistant Professor (Commerce & Management) since May 2021 till date.
- Handling all management subjects - Marketing Management, Business Economics, Principles of Management, Organizational Behaviour, and International Business for UG & PG.
- Creating Question Bank, Assignments, and Content for the various courses.

Arihant College of Art, Science & Commerce (Pune University) -Jan 2010-2016

- Assistant Professor (HoD) Management at Arihant College of Art, Science & Commerce (Pune University) Specializations: - Marketing Management, Business Economics, Principles of Management, Organizational Behaviour, International Business & Event Management.
- **Research Paper** published in various Journals (ISBN available on request)
- Approved faculty from the University of Pune for MBA Courses.
- Conducted and Coordinated PG classes for Sikkim-Manipal University at Pune campus.
- External examiner for Commerce viva for different colleges under Pune University.
- Conducted scrutiny on university demands to ensure the fairness of results and cater to re-check requests by students.
- External evaluator for B. Com and BBA university examinations
- Presiding duties conferred for various university examinations for Pune University.

ICICI PRUDENTIAL LIFE INSURANCE - Oct 2006 - Sep 2008

Worked as a Customer Service & Operations Associate and handled a team of CPA's. Responsible for complete branch operations and coordinating with the entire team. Also worked as a primary backup for Branch In-charge.

Bharti AIRTEL (Noida) - Aug 2006- Oct 2006 Worked as a Customer Care Executive: Responsibilities:

- Handled Back-end operations of post-paid & prepaid for Delhi NCR
- Handled online customer complaints & queries.

Academic Qualifications:

- Masters in International Business 2004-2006
- Institute of Management Studies, Ghaziabad.
- B.com 2002-2004, Meerut College, Meerut, C.C.S University.
- Bachelor of Education 2020-2022 (B'Ed) Neelkanth Vidyapeeth, Meerut, C.C.S University.
- **Technical Qualification:**
- G –Tech (Advance Diploma in computer) 2002-2004, TATA INFOTECH, Meerut

Qualified UGC-NET June 2012

Personal Information:

Date of birth:	28th April 1984
Languages Known:	English, Hindi
Marital Status:	Married
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(Neha Gaur)