

Resume

Alka Verma

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Career Objective:

To work as an academic counselor in a reputed institution and provide academic needs to students by proper planning, arranging or rescheduling tests, and recommending appropriate training to hone their skills.

Summary of Skills:

- Adept in providing education counseling services to students and parents
- Comprehensive knowledge of the prevailing education systems
- Experience in initiating multidisciplinary programs
- Experience in providing support and guidance for academic needs of students
- Working knowledge of Internet and MS Office suite
- Strong knowledge of academic procedures, policies, and administrative systems
- Strong communication and project management skills Familiarity with school admission process

Work Experience:

Primary Teacher (PRT)

Mothers International Academy

September 2017 – February 2018

Primary Teacher

K.P.S. Girls School, Patliputra Colony

January 2012 - December 2014

- Identifying students in needs of special attention and implement strategies for their Success
- Participating in school promotional activities and building reputation with community
- Assisting students overcome academic challenges and other obstacles Pursued ongoing staff training and development.
- Successfully managed classroom environment and provided positive role modeling.

Data Entry Operator

Global Group of Company, Gandhi Maidan, Patna

June 2016-Dec2016

- Excellent knowledge of popular data entry software
- Exceptional data entry skills with special focus on data integrity and speed
- Long-term interest in producing high quality data in accordance with the organization's specific protocols

- Track record of working within tight deadlines
- Able to provide support to data entry efforts using reports, data sheets and other written materials
- In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)
- Well-versed in analyzing data entry problems and finding appropriate solutions
- Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change
- Skilled at managing data in a manner conducive to deriving appropriate information and providing data support
- Utilized scanner, copier, telephone, fax machine, and printer to perform task

Core Skills

- Decision Making Power, Self Confidence
- Team Handling,
- Motivation Ability with Positive Attitude.
- A self-motivated individual having strong ability to do work.
- Leadership, Positive attitude, Adaptability

Education:

- B.ED (St.Xavier's College of Education), Magadh University with 73.40% (2010-2011)
- P.G.(Department Of English), Patna University with 53.63% (2008-2010)
- B.A. (English), Magadh Mahila College, Patna University with 52.25%(2005-2008)
- 1.Sc,M.H.S.College, Mainpura ,B.S.E.B. Patna with 63%(2003-2005)
- Matriculation, B. N. Collegiate School, Patna with 55.14%(2003)

Personal Details

Father's name: Late Baidyanath Prasad Verma
Date of Birth : 21/10/1985
Sex: Female
Marital Status: Married
Present Address : Rohan iksha, flat no - G block 603 opposite New Horizons Vidya Mandir school Bangalore Karnataka 560103.
Permanent Address: C/O Late B.P. Verma, House No.-175 Magadh Colony, Kurji, Patna
Language Known: English, Hindi

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date