

## **Professional Summary:**

A motivated, adaptable, and responsible, seeking a Trainer position with a reputable organization in which my experience can be a positive influence on the growth of the company. Key abilities in lesson plan development, group and one-on-one instruction, and mentoring. Motivational style focused on fostering a positive learning environment that facilitates individual and group understanding.

## **Career Objective**

- To maximize my skills and training as a Computer Science Teacher in a well-organized school to help the campus achieve its goals.
- Previous experience as a TGT Computer Science at ARMY PUBLIC SCHOOL, and as a FTCP Trainer at Virtuoso Learning & Development Bangalore.
- Develop and promote creativity and high-order thinking skills that increase the performance of the students.
- To build a long-term profession as a teacher that will offer endless opportunities for career growth and to keep up with cutting-edge educational technologies.
- Strong time-management, multitasking, and communication skills; capable of simultaneously handling multiple projects and complexities.
- Taking Online classes (Python, Web designing, Digital Marketing) for young people by Dream a Dream company.

## **Experiences**

### **ARMY PUBLIC SCHOOL (Bangalore): (June22- March23)**

#### **TGT Computer Science**

#### **RESPONSIBILITIES INCLUDE**

- Ensured high teaching standards and met student expectations.
- Achieved excellent academic performance and encouraged appropriate student behaviors.
- Supported academic planning and team activities for the principal and coordinator.
- Created online resources and interactive activities to help students understand complex computer science concepts.
- Developed and taught innovative courses in the field of computer science, resulting in higher student engagement and improved learning outcomes.
- I am actively involved in extracurricular activities.

## **NAVA VISION Global Education Pvt. Ltd. (April2018- August2020)**

### **Senior System Architect**

#### **Responsibilities:**

- Managed multiple tasks with strong organizational and attention-to-detail capabilities. Administered or coordinated Service Quality Training and Quality Performance Programs.
- Developed training programs and course materials.
- Content Writing/editing. Preparing training modules, books (academic/non-academic), inhouse content needs and so on.
- Proofreading books (academic/non-academic), inhouse content.
- Conducted training sessions, webinars, and Q&A sessions for employees.
- Collaborated with managers to identify employee training needs and develop effective programs.
- Revised handbooks and training manuals to reflect changing requirements.
- Have done Manual Testing of the websites, apps, and 3 levels of testing of in-house contents.

## **Virtuoso Learning & Development (PMKVY, NSDC) (June2017-April2018)**

### **Network Trainer**

#### **Responsibilities:**

- Instructed students using various teaching methods to improve test scores.
- Mentored students one-on-one to enhance understanding.
- Successfully handled small and large classes.
- Strong analytical and problem-solving skills.
- Dedicated teacher with a focus on student support.
- Assisted in planning and screening for recruitment.
- Developed online materials for students and compiled resource links.

## **Intechdyne Solutions (January2016- March2017)**

### **PHP Developer,**

- Assist in development Testing and implementation of applications.
- Testing and validating work produced as part of the development process.
- Day to day coordination with the team to capture requirements of the project.

#### **Technical Skills:**

- AWS Cloud computing, Python
- Strong Knowledge of Website Architecture/ Web Design.
- Operations of Microsoft Office and Google tools.
- Software Development, Manual Testing
- Digital Marketing
- CCNA & Hardware Training
- Curriculum/ Course designer, Lesson plan, and exam preparation.

- Training need analysis, training management, Learning Co -ordination
- Evaluated training situations for online and in-person delivery.

### **Education:**

- B Tech in Computer Science & Engineering from JNTU, Hyderabad.
- Diploma in Computer Science from MANUU, Hyderabad.
- Intermediate State Board U.P.
- High school State Board U.P.

### **Training:**

- Microsoft Educator
- AWS Cloud Computing Practitioner.
- TOT certified trainer (Training of Trainers).
- Completed CCNA training from Zoom Technology.
- Completed Web Designing training from Discover It Solution.

### **Achievements:-**

- Won 1st prize in Chess
- Won 1st prize in Table Tennis
- TOT Certified Trainer by NSDC
- Volunteer at an NGO

### **Strengths:-**

- Quick learner
- Team player
- Self-motivated
- Vast experience in conducting training online & offline.
- Excellent knowledge of internet and websites

### **Personal Details:-**

Date Of Birth : 14th October 1992

Languages known : English, Hindi, Urdu, and Bhojpuri

Address: Bangalore- Naganathpura- 560100

### **Declaration:-**

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Bangalore

Sahista Parveen