



CURRICULUM VITAE

UPASNA SONA

QUALIFICATIONS

Date of birth: 26.1.1990

Contact no :
09958589746

Address – 5F/22, NIT,
Faridabad, Haryana
(INDIA)

Email: upsfdbb@gmail.com

- 360 hours International Diploma in Teaching & Training with specialization in TEFL/TESOL Program from Asian college of teachers in 2019.
- M.A. with 73.8% from SAM HIGGINBOTTAM INSTITUTE OF AGRICULTURE, TECHNOLOGY & SCIENCES (SHIATS) university, Allahabad (2013-2015)
- B. Ed with 60.8% from CSM University (2011-2012)
- B.A. with 60.7% from CSMU (2008-2011)
- XIIth - Passed with 69.7% from J.P. Public School (CBSE) Baraut (U.P.) in the year 2007.
- Xth – Passed with 60% from J.P. Public School (CBSE) Baraut (U.P.) in the year 2005.

Marital status: Unmarried

Religion : Christian

KEY STRENGTHS

- Good communication skills
- Ability to work under pressure
- Teamwork
- Creativity
- Time management
- Adaptability
- Quick learner
- Dedicated towards work

TOTAL WORK EXPERIENCE – 16+ years

ST. JOSEPH'S CONVENT SCHOOL ,Faridabad.

Duration : 2013-till date.

- Presently working as Kindergarten teacher, Faridabad(since 2013 to till date).
- I handle admission and administration work as well.

JOB PROFILE-

- Develop and make educational content like videos, lesson plans including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies of stationary and resources for the Children.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational co- curricular activities and events like competitions.
- Ensure the classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings .
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

ST. MARY'S CONVENT SCHOOL, Faridabad.

Duration : 2011-2012 (one year)

JOB PROFILE –

- Worked as PGT English, SST,

Science (std IVth – IXth)

NOBLE HOSPITAL ,Faridabad.

Duration – 2009-2010 (1 year)

JOB PROFILE –

- Worked as HR-Executive .

SLS CONSULTANTS, faridabad.

Duration – 2008 (6 months)

- Worked as an HR Recruiter cum Junior BusinessDevelopment Manager .

JOB PROFILE -

- (1). **Understanding the clients' recruitment requirement and sourcing the right candidates.**
- (2). **Screening the applications of the candidates.**
- (3). **Taking telephonic interviews.**
- (4). **Shortlisting of candidates as per the requirement of the clients.**
- (5). **Scheduling interviews with the clients.**
- (6). **Day to day reporting to the BDM.**
- (7). **Worked as Junior Business Development Manager (making clients, sending them our company's presentation, dealing with them further as per the company's norms).**

CLIENTS WORKED WITH – T-Series, Fortis Hospital, Hindustan Medical Devices and Syringes, Clutch Auto, Imperial Auto, Ameya Dychem(Mumbai), Fair Products Pvt. Ltd. ,Max life Insurance, Religare (Care), LIC etc.

COMPUTER PROFICIENCY – MS office, Adobe Photoshop, Net surfing, sending and receiving mails, tally.

EXTRA CURRICULAR ACTIVITIES – Good player of hockey, cricket and badminton and have played at Distt. level. I have participated in various competitions like debate, skit, speech etc. and have good experience of handling a team.

HOBBIES - Art, travelling, music, cooking, gyming, Net surfing.

Present CTC - 5.5 lakhs P.A.

DECLARATION :

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Sign