

## RESUME

### **VIPASHA KEWAT**

A-401 SSVR Tridex Appartement  
Balagere-Road Varthur Hobli  
Bangalore-560087

**Contact:** 08088366568,9340258827

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### **Career objective:**

Enthusiastic and dedicated first grade teacher with experience in creating engaging lesson plans, fostering a safe and inclusive classroom environment, and helping students reach their full potential. Committed to anti-racist and culturally responsive teaching practices to empower students to become independent learners.

### **Professional Experience:**

#### **1.Organization: EuroKids, Varthur, Bangalore.**

Designation: Euro Senior Teacher

Experience: From June 2023 to till date.

#### **Job Profile:**

- Extensive nursery and Euro Senior teaching experience
- Fostered personal social and emotional development of all children.
- Assisted in developing children's numeracy literacy and language skills.
- Good communication skills for student/parents interaction.
- Conducted group/individual reading, math and science activities.
- Active Organizing participants in faculty and parent conference.
- Team player with independent initiative ideas to foster learning environment in/out classroom.

#### **1. Organization: Aeronautical Development Agency (ADA, Ministry of Defence, Govt. Of India), Bangalore**

Directorate: ARD&P, ADA

Designation: Document Assistant

Experience: From February 2014 to July 2017

#### **Job Profile:**

- Complete office administration from call management to Record maintenance.
- Handling all Correspondence with various departments & Ministry offices across India.
- Arrange concierge for various departmental conferences/workshops.
- Regular update on ADA website .(HTML)
- User level customization in Share Point 2.0

#### **2. Organization: VYAPAM, Bhopal. M P.**

Designation: Computer Operator

Experience: 2 years 4 months

### **Academic Projects:**

**Project Title: Characterization & Estimation the kinetics of Alfa Amylase Organization,**  
BHBIRC, Bhopal. Duration: 2 months

**Training:**

1. Training on “**Medical Biotechnology**” from BMHRC, Bhopal. Duration – 1 month.
2. Hands on Training on “**Techniques in Molecular Biology**” from SGHCB, Jabalpur.  
Duration - 1 week.
3. Hands on Training on “**Instrumentation Technique**” from BHBIRC, Bhopal.  
Duration :15 days.
4. Hands on Training on “**Basic Technique of Plant Tissue Culture**” from Grow Tips Biotech, Bhopal. Duration :15 days.

**Academic:**

| Course                             | Name of the Institution            | Month/Year of Passing | Aggregate |
|------------------------------------|------------------------------------|-----------------------|-----------|
| B.Ed.                              | Barkatullah University, Bhopal, MP | June-2011             | 70%       |
| M.Sc. in Life science              | Barkatullah University, Bhopal, MP | July 2010             | 78%       |
| B.Sc. in Life science              | Barkatullah University, Bhopal, MP | Apr-2007              | 59%       |
| PG Diploma in Computer application | AISECT Bhopal                      | July-2008             | 75%       |
| P.U.C.                             | Arera convent H.S School,Bhopal,MP | May-2004              | 70%       |

**Computer proficiency:**

|                         |                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Operating system</b> | Windows                                                                                                              |
| <b>Database</b>         | MS Access                                                                                                            |
| <b>Basics</b>           | DOS, MS-Office, MS-Visio, Knowledge of HTML, and Customization Knowledge of Share point, Internet & Email operations |

**Extra Curricular activity:**

Participated In Singing Songs ,Dancing at School & College Level  
Team building Supervisory  
Good decision making and analytical skills

**Personal profile:**

Name : Vipasha Kewat  
Marital Status : Married.  
Sex : Female  
Date of Birth : 03/08/1984  
Language Known : English, Hindi  
Interest : Listing music, Household chores.

I here by declare that all details furnished above are true and correct to best of my knowledge.

**Place:** Bangalore

**Date:**

**(VIPASHA KEWAT)**