RESUME

SUNITA CHINDHU JAGTAP

Sunitajagtap20000@gmail.com

+91-9284680602

OBJECTIVE

To secure a position in a reputed institute that offers challenges and opportunities to the growth of my career development so that I can serves to the best of my capabilities.

TECHNICAL PROFICIENCY

- CCC, MSCITand ICT

EDUCATIONAL QUALIFICATIONS

Degree	Institution	University	Year	Percentage/ Marks
Maharashtra SET Qualified	UGC	Pune	2023	Qualified
Maharashtra PET Qualified	Pune University	Pune	2022	Qualified
M.A (English)	K.K. Wagh College, Pimpalgoaon	Pune	2019	A Grade
B.A.(English)	K.K. Wagh College, Pimpalgoaon	Pune	2017	68.46%

EXPERIENCE

- 1 Year Experience as teacher in Orchid International School Nashik. Subject taught English and SST to primary students.

- Worked as a lecturer in K K Wagh College, Nashik for 2 years. This was a contractual position. Subject taught English literature for FYBA to MA students.
    a. Use to maintain data for all students on ERP software
    b. Involved in day to day college admin work
    c. Use to supervise for college internal exams
    d. Played important role in setting internal exams and assignments
    e. Proactively involved in all school and college curriculum activities and day to day projects.
    f. Was rewarded as best lecturer by HOD and students poll

RESUME

- Held online classes for 10+ for NET and SET aspirants during lockdown on teams/zoom meeting platform.

PERSONAL INFORMATION

Permanent Address : 136 Somwar peth Mayurgandh Building Pune 411011

Date of Birth : 15th November 1989

Nationality : Indian

Languages Known : English, Hindi and Marathi

Hobbies : Singing & Reading

Marital Status : Married

PARTICIPATION

- Secured prize in Dyanvrudhi Competitive Exam held by college
- Actively participated in Soft Skills programme
- Participated in all school and college activities

LANGUAGES KNOWN

- English, Hindi and Marathi

STRENGTH

- Hardworking
- Confident
- Helpful

DECLARATION

I hereby declare that all the above information is true as per my knowledge.

PLACE: Pune
DATE :   **Signature**