ARUSHI MALHOTRA

**Primary Teacher** Sahibabad, Uttar Pradesh [aru.minar17998@gmail.com](mailto:aru.minar17998@gmail.com) 9716687781

* Graduated in 2019
* Majored in Commerce and Education
  + I will provide you quality work
* Maintaining Peace and Discipline
* Can work under pressure as I'm Adaptable
* I would PREFER WORK FROM HOME NOW DUE TO PANDEMIC SITUATIONS
  + Diligent, Responsible and Timely work

Willing to relocate to: Shimla, Himachal Pradesh - Dehra Dun, Uttarakhand - Chandigarh, Chandigarh



# WORK EXPERIENCE

## Private Tutor

**coaching centre** - Ghaziabad, Uttar Pradesh September 2018 to March 2020

1. My subjects were : English, Hindi, Mathematics, Social Science, Science, General Knowledge, Sanskrit and Computer.
2. Students' classes : 2nd, 3rd, 4th, 5th, 6th and 7th.

## Primary School Teacher

**Gyan Deep Public School**

March 2018 to March 2019

1. I was teaching classes up to 6th.
2. Responsible for -

* Conducting examinations
* Setting up and making up question papers
* Making peace and discipline in the classroom
* Giving students updated knowledge
* Teaching according to syllabus and some points out of the syllabus too, to prepare them for further life's general choices
* Time management
* Work under pressure, adaptable to changes
* Organizing students records of attendance and their notebooks



# EDUCATION

## CTET in Education

**NCTE** - Delhi, Delhi June 2019 to June 2026

## Bachelor's in Commerce in Commerce

**Delhi University** - Delhi, Delhi March 2016 to August 2019

## Diploma in Education

**V. B. College of Education, Research and Training** - Rohtak, Haryana July 2017 to June 2018

## Higher Secondary(12th Pass) in Commerce

**D.A.V. Public School** - Delhi, Delhi March 2015 to April 2016

## Secondary(10th Pass) in English, Hindi, Mathematics, Social Science and Science

**D.A. V. Public School** - Delhi, Delhi March 2013 to March 2014



# SKILLS / IT SKILLS

### Education

* + **Teaching**
  + **Management**
  + **Librarian**
  + **Back Office**
  + **Data Entry**
  + **Quality Assurance**
  + **Quality Control**
  + **Time management**
  + **Responsible**
  + **Basic IT Fluency (PowerPoint, Word, Excel)**
  + **Content Writing**
  + **Sales Executive**

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### Linux