

CURRICULUM VITAE

SHREYA PUNCHHI

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CAREER OBJECTIVE

A motivated and result focused teaching professional, seeking an opportunity to utilize my skills, and education to contribute to employer objectives, profitability, and success with an institution offering potential for challenge and growth.

CORE COMPETENCIES

- Strong communication, interpersonal and leadership skills.
- Goal-driven achiever with strong organizational skills.

EDUCATIONAL QUALIFICATIONS

- M.Ed. from GuruNanak Dev University, Amritsar with 75.1% in 2022.
- B.Ed. from Guru Nanak Dev University, Amritsar with 70.5% in 2020.
- M.Com. from Guru Nanak Dev University, Amritsar with 66.2% in 2017.
- B.Com. from Guru Nanak Dev University, Amritsar with 67.0% in 2015.

ACADEMIC QUALIFICATIONS

- Intermediate from Apeejay School (CBSE) , Jalandhar with 83.6% in 2010.
- High School from Apeejay School (CBSE), Jalandhar with 84.4% in 2012.

I.T SKILLS

- Well versed with Microsoft Office tools (Word, Excel, Power Point, Access, and Outlook), Operating systems (Windows XP, 98, 2000, Vista, Windows 7, Windows 8, Windows 10), Internet (explorer, Google chrome, Firefox), Zoom, Google meet, Moodle (open-source learning platform).
- Conducted various online classes and workshops during lockdown.

PROFESSIONAL EXPERIENCE

- Working at Sanskriti KMV school, Jalandhar since 17th September,2018 till date.

KEY STRENGTHS

- Good interpersonal skills
- Positive attitude & Result Oriented
- Good at time management and planning
- Self-motivated & recognized as a team player

PERSONAL DOSSIER

Father's Name: Mr. Suman Punchhi

Date of Birth: 27/04/1994

Languages known: English, Hindi and Punjabi

Gender: Female

Marital Status: Unmarried

Religion: Hindu

Nationality: Indian

Permanent Address: House no. 114, Shaheed Udham Singh Nagar, Jalandhar

DECLARATION

I hereby declare that the above information is correct up to my knowledge and I bear the responsibility for the correctness of the mentioned particulars