

NEHA UPADHYAY

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2/C Park Road , Titagarh,
North 24 Pgs Kolkata India
20/Apr/1995

Summary

5+ years of experience as a Teacher is seeking to secure a challenging Position with an Opportunity for learning and enhancing my skills.

Education

Titagarh Pour Madhyamik Balika Vidyalaya (WBBSE)

- 2011

Matriculation

Barrackpore Wesley Hindustani High School (WBCHSE)

- 2013

Higher Secondary

Barrackpore Rastraguru Surendranath College (WBSU)

- 2016

Bachelor Of Arts

Indira Gandhi Open University

- 2019

M.A In Public Administration

P.K Computer Aid (Computer Training School)

Post Graduate Diploma In Computer Application

Experience

Barrackpore Cantonment Board

2018 - 2021

Primary Teacher

Preparing lesson plans and preparing study materials checking

Skills

Teamwork and collaboration,
communication skills, Excel, power
point presentation skills, Sales
skills, Teaching skills, Problem
solving , creativity & critical
Thinking

Languages

Hindi, Bengali & English

Interest

Music, Painting & sketching,
Reading

the work of the pupil, attending the work of the pupil, attending Parents-Teacher meet to discuss the progress of the ward , preparing the students for inspection, teaching various subjects, running extra.

Pathfinder

Academic Counselor

Plans and implements programs to help students with academic and career decisions.

Projects

Barrackpore Cantonment Board

March 2019 - June 2019

Survey & Voter Card Status Check

To survey and see whether people are present have or not and have been transferred to some other place or if someone had died, then cancel the name of such case of the pupil from the voter list. and if someone is 18+ then help them in getting their name in new voter list.

Government Of West Bengal

Nov 2020 - Jan 2021

Sastho Sathi Prokolpo

Analyst primarily reviews documentation, and Helped people in filling the form correctly.

Barrackpore Cantonment Board

July 2020 - October 2020

English To Hindi Translator

English to Hindi Translations the official pages of Barrackpore Cantonment board.