* **CURRICULUM VITAE**

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* **REENA SAXENA**
* C-165 Sector-105 Noida,
* Uttar Pradesh-201301,
* Mob-: 8700568616
* Email:- reena.sri2605@gmail.com
* **JOB OBJECTIVE-:**
* *To Accomplishing Professional, Contributing towards Organizational Objective effectively with strict Adherence to Stipulated inTime schedule.*
* **CAREER SYNOPSIS-:**
* Presently working with **National Education** **Mission Public School**, **Noida Since July 2016.(as a English & Hindi teacher).**
* **Key Responsiblities-:**
* *Preparing syllabus.*
* *Assessing, recording and reporting on the development, of progress and attainment of students.*
* *Making records of and reporting on the personal and social needs of people..*
* *Participating in meetings at the school which relate to the curriculum for the administration of the school.*
* **ACADEMIC QUALIFICATION:-**
* ***M.A(English, Hindi)*** *(from M.J.P.Rohilkhand University Bareilly,*
* ***B.A.*** *from M.J.P.Rohilkhand University Bareilly,*
* ***Intermediate*** *from U.P Board Allahabad,*
* ***High school*** *from U.P Board All****ahabad,***
* **Deled from Sunrise college of** higher education meerut.
* CTET qualified in year 2022.
* **EXTRA QUALIFICATION:-**
* Completed Three years vocational course of **Office management** and **Secretarial practice** from M.J.P. Rohilkhand University, with the practice of Computer, typing and short hand).
* Completed one month **Practical Training** of **office management** and **Secretarial practice** from **Ordinance Clothing Factory ,Shahjahanpur.**
* **COMPUTER SKILLS:-**
* *Application Software:* ***MS-Word,MS-Excel,MS-PowerPoint****. (Completed three months Course).*
* **STRENGTH:-**
* *Good communicator*
* *Staff Management Skills.*
* *Manage Time Efficiently.*
* *Quick Learner.*
* *Productivity and Knowledge Grasping Power.*
* **INTEREST AREAS:-**
* *Playing or watching outdoor games*
* *Volunteer work and community service.*
* **PERSONAL DETAILS-:**
* **NAME REENA SAXENA**
* SEX FEMALE
* HUSBAND NAME Mr.LALIT SRIVASTAVA
* DATE OF BIRTH 22TH APRIL1986
* LANGUAGE KNOWN ENGLISH,HINDI
* PLACE : Noida
* Reena Saxena
* Signature