

# Pooja Singh

## Educator



### OBJECTIVE

Demonstrate caring, motivating, decision making, and critical thinking skills. Organized and driven with the innate ability to stay on task. Currently seeking a position as an Assistant teacher wherein, I can use my passion to help students master the fundamentals of their subject matter, which will effectively utilize all acquired skills, abilities, and area of expertise as follows for the overall growth of an institution.

- Teaching • Team Building
- Interactive learning • Cooperative learning

### DOB

02/03/1993

### ADDRESS

Ashar 16, B-Wing 1103, near Brodma Co. Rd No. 16, Wagle Estate, Thane West 400604.

### PHONE

+91-7021833844

### EMAIL

[poojaditya0203@gmail.com](mailto:poojaditya0203@gmail.com)

### EXPERIENCE

JAN 2021 - APRIL 2022

Asst. Teacher | Mulund College of Commerce | OCM, SP | Mumbai

JUN 2022 - SEPT 2023

Asst. Teacher | Satish Pradhan Dnyanasadhana College | SP | Thane

JULY 2024 - APRIL 2025

Asst. Teacher | Mulund College of Commerce | OCM, BK | Mumbai

### EDUCATION

- Bachelor of Education | Gyanodaya College of Education | Grade "A".
- M.Com (Management) | Lala Lajpat Rai College of Commerce & Economics | Grade "A".
- B.Com (Commerce) | Lala Lajpat Rai College of Commerce & Economics | Grade "O".
- Vocational Tax | Lala Lajpat Rai College of Commerce & Economics | Grade "A".
- HSC | Lala Lajpat Rai College of Commerce & Economics | 81.00%
- SSC | Holy Cross High School | 81.07%

### ACTIVITIES & HONORS

- Rewarded as a Best Library User.
- Rewarded as ART EDITOR of College Magazine.
- Awarded 3<sup>rd</sup> Prize for Poster Making competition at SPRING FIESTA NSS College.
- Awarded 1<sup>st</sup> Prize for Poster Making competition at UDAAN Fest by DLLE.

### LEADERSHIP

- Member of Student Council.
- Executive Member of N.S.S.
- Member of Dept. of Lifelong Learning and Extension (DLLE).
- Leader of Nature Club (Gaarva)
- Member of WDC
- Member of Status of Women in Society (SWS)
- Volunteer at Entrepreneurship Mela.

## SKILLS

- Leadership tactics
- Persuasive
- Optimistic
- Team player
- Creative
- Classroom Management
- Lesson Plan

## DIGITAL SKILLS

- MS Office
- Google Forms
- Google Docs
- Google slides
- Google Sheets
- Canva

## LANGUAGE

- English
- Marathi
- Hindi
- Bhojpuri

## TEACHING METHOD

- Role Model
- Story Telling
- Case Based Method
- Lecture - Cum Discussion
- Brainstorming Method

## OUTREACH PROGRAMME

---

- BOS member for Economics (Alumna) at Lala Lajpatrai College of Commerce & Economics.
- Social work at Worli Dairy on behalf of N.S.S.

## RESEARCH PAPERS

---

- Presented a Research Paper on 'Role of Human Rights in achieving sustainable development & its significance'
- Presented a Research Paper on ' Dowry System and Women Education'
- E-Cell Certificate of Appreciation as a Volunteer for 'INVENTURE 2015-16'
- Presented a Research Paper entitled "Impact of Covid - 19 Pandemic: Women domestic Workers "
- Participated in CIES 2022 "Understanding the nuances of global citizenship through data"
- Attended a Short Term Course on Research Methodology & Techniques organized by UGC, MMTTC, Mumbai University at Campus through KPB Hinduja College of Commerce.

## JOB PROFILE

---

- Parent Teacher Counseling, Discipline, Moral Values, Ethical Role as an Individual in Society.
- NSS Committee
- Being Me Committee
- Organized Quiz Competition for Students of Std XI
- Discipline Committee
- Custodian of Board papers

## REFERENCE

---

- Dr. Mahalaxmi Kumar  
H.O.D (Accountancy) at Lala Lajpat Rai College of Commerce & Economics  
Contact No.9324502304
- Dr. Mohana Bandhkar  
Vice Principal at Lala Lajpat Rai College of Commerce & Economics  
Contact No. 9819139980
- Dr. Rahul Shetty  
M.Com Co-Ordinator Lala Lajpat Rai College of Commerce & Economics  
Contact No. 9920168180
- Mr. Prakash Rohra  
H.O.D at SPDC  
Contact No. 9881354435