

Ekta Sachdeva

PRT Teacher/PGT Teacher/Academic Coordinator

Gurgaon, Haryana

ektasachdeva96_euz@indeedemail.com

8448375610

- Aim to grow in the Organisation and to work towards achievement of Organisational goals.

PERSONALITY:

- Highly ambitious, High Integrity, Analytical and independent performer.

Willing to relocate to: Gurgaon, Haryana

Work Experience

PGT Teacher

Shalom Presidency School

Present

- Alpine Convent School, Gurgaon as a faculty in Mathematics, English and Economics (Classes VI-VIII)
- Gurugram Public School, Gurgaon as a faculty in Mathematics, Economics, Accounts and Business Studies (Classes IX-XII)

Also worked as Finance Executive in Accounts Department involving

- Fee Management
- Salary Accounting
- Vendor Reconciliations
- Bank Reconciliations

- Ansal Institute of Technology, Gurgaon, as a faculty for BBA Programmes in Business Law, Banking, Economics, Financial Management and Financial Accounting.

- IILM, Gurgaon, as a faculty Associate for BBA Programme and took classes in Business Law.

- Apeejay School of Management, Delhi as a Faculty Associate and took classes for BBA and MBA in Financial Accounting, Corporate Finance Security Analysis and Portfolio Management

- Sachdeva PT College, Delhi: Taking up classes for VI-VIII and IX-XII in Mathematics, Economics, Statistics, Accountancy and English.

- LakshyaTutorials: Taking classes for VI-VIII, IX-XII and B.Com (Hons.) in Mathematics, Economics, Accounts, English, Business Mathematics.

PROJECTS UNDERTAKEN:

- Project Report on Child Psychology and Behavioural issues.
- Project Report on Theory of Mathematics.

Education

B.Ed. in Mathematics, Economics, English, Commerce and Accounts

MDU University

Post Graduate Diploma in Finance

Apeejay School of Management

M.Com

Delhi University - Delhi, Delhi

B.Com

Delhi University - Delhi, Delhi

Skills / IT Skills

- MICROSOFT OFFICE (Less than 1 year)
- OFFICE 2000 (Less than 1 year)
- Tally (Less than 1 year)
- TEACHING (Less than 1 year)
- MATHEMATICS (Less than 1 year)

Additional Information

COMPUTER SKILLS:

- Well conversant with M.S. Office 2000 and Tally 6.3

TEACHING SPECIALISATION:

- Classes XI-XII Mathematics, Economics, English, Business Studies and Accountancy
- Classes IX-X Mathematics, English, Economics
- Classes VI-VIII Mathematics, English, Social Science, Hindi