**ISHA JAISWAL**

30-A, Old Anarkali Email id: jswl.isha@gmail.com Delhi-110051 Contact No: +91-9560770069

**Objective**

To contribute in organization growth through team work by accelerating innovative ideas for the development of the organization and attainment of high productivity by keeping goal of the organization as paramount.

**Educational Qualification**

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| --- | --- | --- | --- |
| **Course/Board** | **Year of passing** | **Institution** | **Percentage(Aggregate)** |
| M.sc in Computer Science |  2013 | Department Of Computer Science,University Of Delhi. | 82.6%  |
| B.Sc. (hons.) Computer Science |  2011 | Shaheed Rajguru College, University of Delhi. | 80.725%  |
| 12th CBSE |  2008 | Rajkiya Pratibha Vikas Vidyalaya, Gandhi Nagar, Delhi(CBSE) | 80.8% |
| 10th CBSE |  2006 | Rajkiya Pratibha Vikas Vidyalaya, Gandhi Nagar, Delhi(CBSE) | 87.166% |

**Experience**

* Worked as computer and maths teacher cum administrative officer in EverGreen Public School, East Delhi since February 2014 till july 2016

Job Responsibilities includes:

* Teaching computer and maths to 4th-8th classes and computer science(C++) to Sr.Secondary classes.
* Using computer based programs/ systems to design, layout and print school publications and learning materials.
* Supervising accounts.
* Maintaining admission and result records of the students (in Microsoft Excel)
* Assemble data and prepare periodic and special reports, manuals and correspondence.
* Establish work priorities, delegate work to office support staff, ensure deadlines are met and procedures are followed.
* Experience is not on papers.

**Computer Knowledge**

* MS Word, MS Excel, MS power Point,SQL
* Operating Systems  - Windows
* Good typing speed

**Awards /Achievements**

* Event Coordinator in **SANKALAN** 2012 & 2013 (Fest of computer science department Delhi University).
* Participated in “**E-convertozz**” event in **SANKALAN** 2012.
* **“College Topper”**  in B.sc(h) computer science.
* Received “ **BEST STUDENT AWARD**” in B.sc.
* Event Coordinator in **Algorithms** event during “Tech Milange” fest (2010 & 2011) of Rajguru college,Delhi University.
* Received “ **BEST STUDENT AWARD**” in 11th standard.
* **“Topper”** in 10th standard.
* 2nd position in Inter school Yoga competition in 2006.
* Awarded for securing 93% in **Geography Talent Search Examination**(2006).
* Awarded for securing 92% in **Hindi during 10th Board**.

**Personal Details**

* Name : Isha Jaiswal
* Father’s Name : Mr. Vijay Kr. Jaiswal
* Mother’s Name : Mrs. Babli Devi
* Date of Birth : 3rd August 1990
* Gender : Female
* Nationality : Indian
* Languages known : Hindi, English and punjabi.