

Cover Letter

Name: DR. SHAILESH MISHRA

NAINI ,PRAYAGARAJ U.P.

PHONE-09026181321, 09696111926

E-mail-panditsailesh@rediffmail.com

Date: FEB 29, 2024

Dear Sir,

*This is with regard to your advertisement for the post of **PGT/ TGT Sanskrit/ Hindi**, who, besides keeping essential qualification, must have good command over subject, experienced enough in teaching duties to carry forward the legacy of your esteemed organization, well conversant with hands on knowledge of school functioning and advanced teaching tactics, a man with good communicative skills. I find myself a suitable person for your requirements.*

I wish to manage a big picture, assisting to make and update policy to ensure student's educational and personal welfare. I have enjoyed working with teaching and other non-teaching staff. I am committed to my work and have ability to work in team for the betterment of the Organization as well as the individual.

I strongly feel that we should have a meet so that we may discuss more about this job profile. Please contact me at the above drawn address to arrange an interview that suits your schedule.

Thank you for your time and consideration.

Yours Sincerely,

DR. Shailesh mishra

DR.SHAILESH MISHRA
Add-114A/2 JAWAHAR NAGAR
KAZIPUR ROAD, NAINI PRAYAGRAJ
(U.P.) 09026181321,09696111926
Email-panditsailesh@rediffmail.com
Email-dr.shailesh.mishra123@gmail.Com



OBJECTIVE:

Seeking a career with a progressive organization where I can utilize my teaching skills, knowledge and experience in teaching field. Thus may update myself with noble and advanced teaching and learning techniques.

OTHER SKILLS AND ABILITY:

- 1.Ability to plan and implement lessons based on school objectives as per the needs and abilities of students
- 2.Ability to establish and maintain effective relationships with students, peers and parents.
- 3.Excellent oral and written communication skills.
- 4.Have participated / Attended - Special workshops, seminars etc.

PROFESSIONAL EXPERIENCE:

2019 to ----

I Have been teaching in CBSE School Guwahati, Assam .

2010- 2019

Delhi Public School, Rewa (M.P)

- 1.Planned, prepared and taught, according to educational needs.
- 2.Maintained discipline in accordance with the rules and disciplinary system of the school.
- 3.Contributed to meetings, discussions and management's systemic necessity to co-ordinate the work of the school as a whole.

2009– 2010

Swargiya Mahaveer Singh Mahavidyalay, Allahabad

- 1.With the due responsibilities as Hindi and Sanskrit, provided the necessary direction to the Hindi and Sanskrit Learning Skills.
- 2.Managed middle school classrooms effectively to ensure continuity of instruction when classroom teachers were missing.

2006 – 2008

Tarapur Vidya Mandir & Junior College,
Tarapur ,MAHARASHTRA

- 1.Taught the Hindi/ Sanskrit curriculum at a primary school designated by the foundation.
- 2.Planned, prepared and presented lessons that provided for the needs of the whole class.
- 3.Motivated pupils with excitement, and imaginative presentation.
- 4.Prepared and facilitated pupils with positive approach. 5.Participated in opportunities for further training and professional development.

2004 – 2006

Smt. Maina Devi Inter College Naini, Allahabad.

1. All ability levels, to improved success in school through instruction in reading, writing, and study skills and through boosting self-confidence.
2. Expert in curriculum development, lesson planning, tutoring and testing. Outstanding communication skills.
3. Devised units to link Hindi and Sanskrit concepts.

OTHER EXPERIENCE:

- 1 NCC 'B' Certificate (100 Bl. UPSPD)
- 2 N.S.S. from S.S.U. with 'A' Grade
- 3 Hindi typing 35 W.P.M

EDUCATION BACKGROUND:

- 1 PHD- Awdhesh pratap singh University ,Rewa MADYA PRADESH.
- 2 B. Ed – Singhaniya University, Jhunjhunu RAJASTHAN .
- 3 Post Graduation (IN HINDI)– Subharti University ,Meerut UTTAR PRADESH .
- 4 Post Graduation (IN SANSKRIT)-Sampurna Nand Sanskrit University, VARANACY U.P.
- 5 Graduation - Sampurna Nand Sanskrit University, VARANACY U.P.
- 6 12th- Shri Sachcha Aadyatma Sanskrit Maha Vidyalya ,Naini ALAAHABAD U.P.
- 7 10th- Sri Sachcha Aadyatma Sanskrit Maha Vidyalya ,Naini ALAAHABAD U.P.

PERSONAL DETAILS:

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|--------------------|---|---------------------------------------|
| 1. Name | : | Dr. Shailesh Mishra |
| 2. Date of Birth | : | 21-11-1981 |
| 3. Father's Name | : | Mr. Dileep Mishra |
| 4. Mother's Name | : | Smt. Sandhya Devi |
| 5. Nationality | : | Indian |
| 6. Religion | : | Hindu |
| 7. Marital Status | : | Married |
| 8. Language Known | : | Hindi, Sanskrit, English and Marathi. |
| 9. passport number | : | N6033305 [INDIA LUCKNOW] |

Date:29/02/2024

Place: GUWAHATI

(DR.Shailesh Mishra)