

Jayna Gupta

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Objective:

Looking for an entry level position where I could utilize my academic knowledge and skills for better growth of the company.

Profile:

I am an enthusiastic and highly-motivated candidate with strong academic background in English Literature. My hold on English language makes me an ideal candidate in global market. My strong creative mind helps to achieve both personal and professional goals.

Skills:

- Written, verbal and communication skills of English language
- Develop creative ideas and plans
- Build constructive and logical argument
- Researching and investigating skills
- Clearly describe, communicate and summarize
- Decode and understand abstract theories, concepts & ideas
- Persuasion skills
- Understand human emotions and psychology
- Computer literate including internet, MS office and power point

Academic Qualifications:

Qualification	Board/University	Year of Passing
Masters in English Literature	University of Jammu, Jammu	2016
Bachelor of Arts	University of Jammu, Jammu	2014
Higher Secondary- 12 th Standard	CBSE Board	2011
Senior Secondary- 10 th Standard	CBSE Board, Jammu	2009

Professional Experience:

Freelancer: Teaching English language

- Excellent feedback from students and their respective guardians
- Significant improvement in academic results
- Group of up to 10 students with different level of English language
- Understanding, Writing and Reading of English language plus literature

Achievements:

- Participated in theatre (odeipus) NATRANG at Aabhinav theatre, Jammu.
- Participated In theatre and dance workshop in press club, Chandigarh.
- Won third prize in oil and gas quiz competition at Jammu University.
- Participated in display your talent western solo at Jammu University.
- Participated in debate, chess, poetry and handball at inter school level.