

## RESUME

**MARIA(MONIKA SUMERWAL)**

D-669 BATLA HOUSE JAMIA NAGAR

\*\*\*NEW DELHI 110025

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### **Career Objective:**

Looking for a challenging and responsible opportunity, explore strengths and potential in a professional organization to meet employer's expectations

### **Profile Summary:**

An enthusiastic, dedicated and versatile young person with a good academic background and excellent attitude towards work currently looking forward for a challenging job that can mold me into a better personality

### **Academic:**

Passed High School from U.P Board in the year 2004

Passed Intermediate from U.P Board in the year 2006

B.A Passed From RUHELKHAND University Bareilly in the year of 2010

M.A Passed From RUHELKHAND University Bareilly in the year of 2012

### **Work Experience:**

Currently working as a Warden with DIMS University Dehradun since April 2022

1 YEAR IN KINDER CARE PRE-SCHOOL U.P AS A TEACHER

2 YEAR IN DHANI RAM JR. HIGH SCHOOL U.P AS A TEACHER

1 YEAR IN DAY CARE INCHARGE PARVARISH N.G.O IN NEW DELHI

3 YEAR IN ZAKAL FOUNDATION OF INDIA N.G.O AS A HOME MANAGER

### **JOB PROFILE-HOME MANAGER**

DEALING ALL THE ADMINISTRATIVE WORK INVOLVED IN CHILD FACILITY.  
COORDINATING WITH DIFFERENT INSTITUTIONS(CWC,DCPU,DCPCR)AND  
PERSONALITY REGARDING CHILD ISSUES.

PROVIDE EACH CHILD PROPER SUPPLIES LIKE CLOTHING ,TOILETRIES ETC.

MAINTAIN DISCIPLINE AMONG CHILDREN AND ENSURE PROPER

SANITATION,CLEANLINESS AND HYGIENE IN THE HOME.

ENSURE SAFTY AND SECURITY ARRANGMENT IN THE HOME AND IMPLEMENT  
DAILY ROUTINE OF EVERY CHILD IN EFFECTIVE MANNER.  
MAINTAIN REGISTERS AND RELEVANT OF THEIR DUTYS.

#### **STRENGTH**

HARD WORKING ,HONEST ,WORK FLEXIBILITY AND SELF MOTIVATED

#### **Personal Details:**

|                |   |                           |
|----------------|---|---------------------------|
| Father's Name  | : | T.P SINGH                 |
| Date of Birth  | : | 20 <sup>TH</sup> JUN 1989 |
| Languages      | : | English, Hindi            |
| Marital Status | : | MERRIDE                   |
| Hobbies        | : | READING,MUSIC ,COOKING    |

#### **Deceleration:**

I hereby declare that the above mentioned details are true to the best of my

knowledge.Date : (MARIA)

Place :