

# Kapil Maida

Rituraj Colony, Thandla, Dist. Jhabua (M.P.)

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## Professional Summary

Dedicated professional with over 7 years of teaching and computer operations experience. Skilled in teaching Social Science and Sanskrit, classroom management, and supporting administrative work through efficient computer operations. Strong academic background with B.Ed (Gauhati University), B.A. in Arts (St. Aloysius College, Jabalpur), B.A. Music (Prayag Sangeet Samiti, Allahabad), and PGDCA (Maharishi Mahesh Yogi Vedic Vishwavidyalaya, Jabalpur). Known for accuracy, discipline, and effective communication. Seeking to contribute both teaching and technical expertise in a progressive institution.

## Core Skills

- Subject Expertise: Social Science & Sanskrit
- Classroom Instruction & Student Mentorship
- Computer Operations & Office Administration
- Lesson Planning & Curriculum Development
- Fast & Accurate Typing (60–70 WPM)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Entry & Record Management
- Team Collaboration & Communication

## Professional Experience

### Teacher (Social Science & Sanskrit) / Computer Operator

Catholic Mission Higher Secondary School, Thandla (July 2013 – July 2018)

- Taught Social Science and Sanskrit to secondary and higher secondary students.
- Designed lesson plans and guided students in academics and extracurricular activities.
- Served as Computer Operator, managing school data entry, student records, and office documentation.
- Assisted in preparing exam papers, reports, and official correspondence.

### Teacher (Social Science & Sanskrit)

New Heights Public School, Khawasa (December 2021 – April 2023)

- Delivered engaging lessons in Social Science and Sanskrit.
- Integrated computer-based teaching tools to enhance learning outcomes.
- Organized assessments, maintained student reports, and guided performance improvement.
- Supported school activities and contributed to overall student development.

## Education

- B.Ed — Gauhati University
- B.A. in Arts — St. Aloysius College, Jabalpur
- B.A. Music — Prayag Sangeet Samiti, Allahabad
- PGDCA (Post Graduate Diploma in Computer Applications) — Maharishi Mahesh Yogi Vedic Vishwavidyalaya, Jabalpur

## Additional Information

- Languages: Hindi, English
- Typing Speed: 60–70 WPM