

Nandita Ghediya

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OBJECTIVES:

Develop and promote creativity and high-order thinking skills that increase the performance of the students.

To obtain a teaching position where I can utilize my knowledge of advanced thinking methods.

SKILLS:

- Curriculum Development
- Course Planning
- Learning Style Assessment
- Student Advising
- Grammar and Punctuation Rules
- Discussion Facilitation

ADDITIONAL SKILLS:

- Extensive grasp of poetry conventions.
- Excellent experience teaching poetry courses to undergraduate students and postgraduate students.
- Thorough command of grammar and syntax.
- Proficient with Microsoft Office and Google Drive.
- Working knowledge of English language.
- Effective leadership skills for encouraging others.
- Excellent organisational abilities.

WORK EXPERIENCE:

- **English Tutor (Shri KG Dholakiya School – Rajkot, 11/2023 to present)**
 - o Working with language Skills, grammar skills and literature.
 - o Researching the topic of spirituality.

- **Language and Literature Professor
(Gurukul Mahila Arts and Commerce College, Shree Dhirendrabhai Mehta Post Graduation Centre of English – Porbandar, 11/2023 to present)**
 - o Encouraged critical thinking and discussion among students during class sessions.
 - o Working with comparative and reception study

- **Lecturer(Second Shri V J Modha College – Porbandar, 12/21 to 11/29)**
 - o Worked on Grammar skills based on the target language
 - o Work in international businesses, Environmental Science and Business ethics.
 - o Experienced teaching the Indian Knowledge System as per NEP 2020.
 - o Organized extra-curricular activities such as debates and essay writing competitions.
 - o Actively participated in departmental meetings to share ideas or discuss issues concerning English language education.

- **Language and Literature Professor
(Gurukul Mahila Arts and Commerce College – Porbandar, 11/2019 to 06/2021)**
 - o Conducted classes of SCOPE that were held by Cambridge University.
 - o Worked on listening, speaking, writing and reading skills as well as communication skills and etiquette.
 - o Provided individualized instruction to support students in their learning process.
 - o Encouraged critical thinking and discussion among students during class sessions.

EDUCATION:

- Qualified Gujarat State Eligibility Test (GSET - 2023)
- PHD(Pursuing)
Saurashtra University, Rajkot - 2022
- Master of Arts (English Literature)
Dr. V. R Godhaniya Mahila College, Porbandar - 2017 to 2019
- Bachelor of Arts (English Literature)
Dr. V. R Godhaniya Mahila College, Porbandar - 2014 to 2017

OTHER ACHIEVEMENTS:

- Published poem in College journal (2016)
- Best Writer award (2017)
- Best poetry reciter award (2017)
- Elocution award (2018)
- Gold medalist at district level in Master of Arts (2019)

PERSONAL DETAILS:

- Name : Nandita J. Ghediya
- Date of Birth : 06/01/1997
- Gender : Female
- Language Known : Gujarati, Hindi, English
- Marital Status : Single
- Hobbies : Reading books, Like to put words on the canvas, Music, Travelling

DECLARATION:

I hereby declare that the above-mentioned Information is true to the best of my skills.