
Professional Summary

I want to work and establish myself with a reputed organization where I can use my strengths researchers, writers, authors, editors, copy writers and knowledge to enhance the productivity of the organization as well as the growth of myself.

Work History

Subject Matter Expert – Hindi (August 2019 – Still working) **Edfora Infotech Private Limited, FITTJEE**

- Content Creation and Qualitative Analysis for Class 6th to 12th. (NCERT/CBSE Curriculum)
- Content Editing and Proof Reading for Class 6th to 12th. (NCERT/CBSE Curriculum)
- Worked as mentor for the team of Hindi subject content writers and developers.

Associate Content Developer – Hindi (March 2017 – July 2019) **Mind Shaper Pvt. Technologies, Class Teacher Learning Systems**

- Worked as an animated video editor for Smart Classroom Technology. (NCERT/CBSE Curriculum)
- Script writing and reviewing for Smart Classroom Technology. (NCERT/CBSE Curriculum)
- Video making and reviewing for Smart Classroom Technology. (NCERT/CBSE curriculum)
- Demonstration & showcasing of the videos in schools at Delhi & NCR.
- Using Microsoft Excel & other Microsoft tools to conduct reporting/analysis.
- Worked as mentor for the team of Hindi subject content writers and developers.
- Translate Script English to Hindi.

Teaching Experience

- Guest Teacher Hindi, NCWEB, Delhi University (August 2018 – April 2019, October to April 2020-21)
- Guest Teacher Hindi, SOL, Delhi University (September 2019 – March 2021)

- Taught Hindi Literature, B.A. Prog. Ist Year.
- Taught Hindi Literature, B.Com. Pass Ist Year.

Co-Editor 2016

- An Edited Book “Hamare Samay ka Sahitya” Edited by Dr. Prof. Devendra Kumar Choubey, Co-Editor Dr. Ganpat Teli & Dr. Meenakshi, ISBN No- 978-81-7714-515-1, Prakashan Sansthan Publication, Delhi, Edition 2016.

Writer for Books & Magazines (2013-2016)

- A Research Paper “Stri Vimarsh aur Hindi Sahitya” Published in the Book “Jan-Aandolan aur Hindi Sahitya”, Edited by Dr. Virendra Singh Kashyap, ISBN No- 978-81-89559-55-7, Mansi Publication, Kashmeri Gate, Delhi, Edition 2013.
- A Research Paper “Rani Maan ka Chabutara:Ek Vishleshan” Published in the Magazine “Mantavya”, Edited by Hare Prakash Upadhyay, ISSN No-2350-0050, Lucknow, May 2015.
- A Research Paper “Hindi Pathyakram mein Stri Sahitya ki Awadharna” Published in the Magazine “Samsamyik Srijan”, Edited by Mahendra Prajapati, ISSN No-2320-5733, New Delhi, October-December 2015.
- A Research Paper “Hindi Sinema aur Samaj” Published in the Magazine “Shodh Navneet”, Edited by Pramod Kumar Mishra, ISSN No-2321-6581, Uttar Pradesh, July 2015.
- A Research Paper “Pratham Aadhunik Kavita ‘Swapn’ mein Stri Chetna” Published in the Magazine “Strikaal”, Edited by Sanjeev Chandan, ISSN No-2394-093X, Wardha, August-September 2017.
- A Research Paper “Stri Sahitya ki Awdharana” Published in the Magazine “Muktanchal”, Edited by Dr. Meera Sinha, Pashchim Bangal, January-March 2016.

Researcher (2014-2015)

- Participated in the Workshop: “Dwitya Kahani Karyashala” Organized by Hansakshar Trust, held at Hans Dwitya Katha Karyashala, Aiwan-E-Ghalib, New Delhi, 30-31 July, 2014.
- Presented the Research Paper: “Sant Kaviyon ki Stri Vishyak Drishti” at International Seminar: “Dalit Samaj, Sanskritik Roopantaran evam Santguru Ravidas”, Jawaharlal Nehru University, New Delhi, 23-24 Feb. 2015.
- Presented the Research Paper: “Samkaleen Hindi Upanyas: Sah-Chintan (1990-2014)” at National Seminar: “Chak Upanyas mein Stri vimarsh”, Jawaharlal Nehru University, New Delhi, 13-14 March 2015.

- Participated in Workshop: “Bhumandalikaran ke Daur mein Bhasha ke badalte Aayam: Vishesh Sandarbh Media” held at Shri G.N.D.Khalsa College, University of Delhi, 9-10 April, 2012.
- Presented the Research Paper: “Stri Sahitya ki Bhumika aur Uske Samaksh Chunautiyan”, at International Seminar: “Vaishvik Chetna aur Hindi Sahitya”, Hindi Ttha Aadhunik Bhartiya Bhasha Vibhag, Lucknow University, 22-23 February, 2014.
- Presented the Research Paper: “Hindi Pathyakram mein Hashiye ka StriSahitya” at National Seminar: “Hindi ka Snatkottar Pathyakram : Punarvichar kee aavashyakta”, Jawaharlal Nehru University, New Delhi, 6-7 March 2014.

EDUCATION

- Matriculation from CBSE Board in 2000.
- Intermediate from CBSE Board in 2003.
- B.A. (Hons.) in Hindi from Delhi University, Delhi in 2006.
- M.A. in Hindi from Delhi University, Delhi in 2008.
- M.Phil. in Hindi from Jawaharlal Nehru University, Delhi in 2011.
- Ph.D in Hindi from Jawaharlal Nehru University, Delhi in 2017.
- B.Ed in Hindi From Maharshi Dayanand University, Haryana in 2021.

SKILLS

- A very creative mind.
- Always with “can-do spirit”.
- Understanding and accepting the responsibility given.
- Quick learner, resourceful, productive.
- Comprehensive problem solving abilities.
- Can work under pressure.
- Able to work independently, as a part of team, able to vaporize and grasp new things quickly.
- Never give up easily in any condition.

- Social Media, Microsoft office, Editing, proofreading, book reviews, content writing and video editing.

PERSONAL PROFILE

Dr. Meenakshi

Father's Name – Sh. Daryao Singh

Mother's Name – Smt. Saroj Devi

Date of Birth – 20th October 1984

Marital Status – Unmarried

Nationality – Indian

Language Known – Hindi, English

Computer Knowledge – Microsoft Office & PowerPoint

Hindi Font Known – Walmiki Chanakya 905 & 908, Mangal, Unicode, Krutidev 10, 11 etc.

Current CTC - 4.40 L PA

EXPECTED – 5.50 L - 6 L PA

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I hereby declare that the information furnished above is true to the best my knowledge and belief.

Date: 13.10.2021

Place: New Delhi

(Dr. Meenakshi)