

SHIKHA TOKAS

CONTACT

MOBILE

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E-MAIL

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ADDRESS

283/2, Carterpuri road,
Bijwasan, New Delhi -
110061

DATE OF BIRTH

23/08/1998

NATIONALITY

Indian

CORE SKILLS:

Counselling
Supervising
Monitoring
Time Management
Classroom management

LANGUAGES:

English
Hindi

TECHNICAL SKILLS:

I have done one year
diploma in Microsoft
computer from F-Tech

SOFT SKILLS:

Result oriented
Focused Positive
AttitudeEase of
learner Flexible

CAREER OBJECTIVE:

To carve a niche in an organization that offers me ample opportunity to use my professional skills and to contribute in the growth of the organization.

PROFESSIONAL EXPERIENCE:

Andhra Education Society, New Delhi

- April 2022 – Present
- T.G.T. (Hindi and social science)

Lingayas Public school, New Delhi

- May 2021 – October 2021
- T.G.T(Hindi and social science)

Andhra Education Society, New Delhi

- Internship: MAY - JUNE 2021 as a Hindi and social science Teacher.
- Devise and implement curriculum in accordance to the school's protocols.
- Ensure that curriculum is in sync with individual student's abilities and varies in content.
- Plan lessons daily and impart instructions in class.
- Assist students in carrying out class assignment.
- Check and assess assignments and provide feedback.
- Ensure that student's progress is directed towards objectives and expectations.
- Provide counselling to students based on individual needs.
- Manage student's behavior and resolve conflicts.

ACADEMIC QUALIFICATION:

Master of Arts (Hindi)

IGNOU, New Delhi
Pursuing

Bachelor of Education

Guru Gobind Singh Indraprastha University
2019-2021

Bachelor of Arts (Hindi Hons.)

Jesus and Mary Delhi University
2016-2019

XII

2016, CBSE, UPRAS Vidyalaya

INTEREST:

Reading books

Listening music

Craft work

Exploring new places

ACHIEVEMENTS:

- Head girl in school (Upras Vidyalaya)
- Core team member of Hindi department (Jesus and Mary college)
- Ex-member of women study center (Jesus and Mary college)

SOCIAL RESPONSIBILITY:

- Worked with National Association for the Blind as writer in exams

DECLARATION:

I intend to build a career in the teaching and achieve a high career growth by using as many of my skills as possible. Further in my career, I would like to be at a position in a teaching where I will be able to use my creative and professional skills earned towards the growth of the organization with commitment and dedication.

Place: New Delhi

Date/...../.....

Shikha Tokas