

Nandini Tayal

Anand Vihar, Delhi, Delhi

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Dynamic professional with a background in education and a passion for fostering growth. Transitioned from teaching French to pursuing a career in HR. By having good communication, problem-solving, and interpersonal skills. Adaptable and dedicated to creating positive work environments.

Personal Details

Date of Birth: 2000-02-01

Eligible to work in: India

Highest Career Level: Fresher

Industry: Banking & Finance, Human Resources, Management

Total years of experience: 1

Work Experience

Computer Teacher

F-TEC Skill Development - Delhi, Delhi

May 2022 to October 2022

- Provide students with general knowledge of Excel, Advanced Excel, Tally, Ms-Word, Powerpoint and basics of computer.
- Compile, maintain and file all physical and computerised reports.
- Demonstrated strong leadership and teamwork skills in managing responsibilities.

French Teacher

self employeeed - Delhi, Delhi

September 2020 to March 2021

- Provide a learning environment to enhance the student's interest in French language.
- Evaluate student performance on regular basis and provide feedback to students and parents.
- Developed effective communication and organisational skills.

Education

Master's degree in Human Resources

Amity University - Noida, Uttar Pradesh

September 2022 to April 2024

Diploma in Foreign Languages

Alliance française de delhi - Delhi, Delhi

January 2019 to August 2021

Diploma in Computer Science

F-tec skill development - Delhi, Delhi

January 2021 to July 2021

Bachelor's degree in BBA

Delhi Institute of rural development - Delhi, Delhi

July 2018 to May 2021

12th Pass

Delhi Public school, Indirapuram - Ghaziabad, Uttar Pradesh

May 2006 to May 2018

Skills / IT Skills

- Microsoft Office
- Organisational skills
- Communication skills
- Leadership
- Cashiering
- Microsoft Powerpoint
- Microsoft Excel
- Tally
- Typing (Less than 1 year)
- Data entry (1 year)
- Customer service
- Tally (Less than 1 year)