

Suprina Baraily , Assistant Teacher

Kadugodi | 9609234489 | sbaraily70@gmail.com

Facebook, Instagram, linkedin

Education

Indira Gandhi National Open University (IGNOU)

2016

Bachelor of Arts (B.A)

English

Experience

Assistant Teacher | Morning Star Nursery school

Dec 2011 - Dec 2013

- Class teacher of grade 3.
- Orgized events
- Helped in finance department in the school.

Assistant Teacher | Little star nursery school

Mar 2014 - Mar 2017

- Class teacher of grade 4.
- For Grade 1, 2 & 3 taught English, Mathematics, Science and Computer.
- Organizing events & Annual function.

Designated Officer | Election Commission of India

Jan 2018 - Dec 2019

- Form filling
- Helped Booth level in preparation and revision of electoral rolls.
- Field visits to and interact with local people, particularly, elders and specially abled.

Office In Charge | SMN Project

Oct 2021 - Apr 2022

- Handling Office Finance
- Hiring Candidates
- Handling Front office
- Communication with clients
- Making Invoice

Assistant Teacher | Turtledove Preschool

May 2022 - Present

- Class teacher of K1.
 - Making Worksheets
 - Concept delivery
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Skills

Ms Word , Ms Excell , Ms Power Point , Teaching Skill , Communication Skills

Languages

English , Hindi , Nepali

Objective

Intend to build a career, with utmost sincerity which will help me extend my potential and hence will prove to be an asset to the company.

Personal Competencies

- Work effectively with diverse groups of people.
- Fast learner
- Adapt well to the changes and pressures in the workplace.
- Ambitious, hardworking and committed to excellence.

- Honest, Sincere

Personal Data

DOB: 06.09.1994

Gender: Female

Father's Name: Sanjay Baraily

Marital Status: Married

Permanent Address: 59/A Victoria Road Mangal Puri Gram Darjeeling 734101

Nationality: Indian