



Titiksha Laul

Curriculum & Academic
Co-ordinator

My Contact



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Mumbai, Maharashtra

Hard Skill

- Administration
- Curriculum Management
- Classroom Management
- Teacher Training
- Leadership

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- **Masters in Science**
Masters in Food Processing & Preservation
Completed in 2017
- **Bachelor's in Science**
Bachelor's of science in Microbiology
Completed in 2015

About Me

Dedicated and detail-oriented Curriculum Coordinator and Academic Manager with 8 years of experience. Eager to apply proven Academic management and co-ordination skills in the operations and administration of Education sector.

Professional Experience

Think & Learn Pvt Ltd (Byju's) | Curriculum Co-ordinator

2021 – Present

Key responsibilities:

- Creating and implementing an education plan that meets the needs of students and satisfies the requirements of students.
- Making recommendations to teachers and other faculty in regard to the ways in which various subjects are being taught in order to enhance learning.
- Conducting teacher training programs for trainee teachers.
- Developing content for various boards like CBSE/ICSE/IGCSE (6th to 12th grade)
- Delivering Biology lectures in a hybrid setup using advanced interactive panels and touch boards (Physical & Online)

BeMasterly Pvt LTD (Navneet Education) | Subject Matter Expert

2022-2023

Key responsibilities:

Quality Control, Question tagging & enrichment on CMS for Biology (NEET)

Pace IIT & Medical| Biology Faculty and Foundation Coordinator

2019 – 2021

Key responsibilities:

- Taking Biology NEET and Foundation classes
- Coordinating with parents and teacher as a SPOC
- Preparing student reports and reported the insights.

Infinity Science Classes| HOD Biology

2016-2021

Key responsibilities:

- Taking Biology NEET and Foundation classes
- Managing day to day operations and administrative duties.
- Preparing student reports and reported the insights.
- Conducting teacher trainings.