

NIKITA

 +91 76588-73945

 Nikitarai430@gmail.com

PROFESSIONAL SUMMARY

"Motivated and dedicated educator with NTT training, strong classroom management skills, and hands-on teaching experience from a Government Smart School internship. Skilled in communication, computer applications, and curriculum support, with proficiency in MS Office, Tally, and AI tools. Adaptable, reliable, and student-focused, currently pursuing a BA while committed to creating an engaging and supportive learning environment."

PERSONAL DETAILS

- Father's Name: Kashmira Lal
- Date of Birth: 13-07-2006
- Gender: Female
- Location: **Garhshankar, Hoshiarpur**

TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint)
- **Art and Craft**
- Tally
- Basic Programming & Computer Operations
- AI Tools: ChatGPT
- Typing Speed: Fast

SOFT SKILLS

- Excellent Communication
- Punctual & Reliable
- Public Speaking
- Problem-Solving
- Adaptable & Flexible
- Helpful & Team-Oriented

LANGUAGES

- English
- Punjabi
- Hindi

EDUCATIONAL QUALIFICATION

- **Senior Secondary (12th - Arts)**
2022 – 2023
Govt. Senior Secondary smart school, Surapur
Result: **84%**
- **NTT (Nursery Teacher Training 1 Year)**
2023 – 2024
Sai collage of education, jadla
- **BA(Bachelor of Arts)**
2023-2026
BAM Khalsa College, Garhshankar
Perusing (5th Semester)

INTERNSHIP

- **Gov. Ele. Smart School, Dagham**
Aug 2024 – Nov 2024
Role:
 - *Student management and teaching*
 - *Preparing and delivering engaging classroom instruction*
 - *Conducting evaluations and guiding students for academic growth*
 - *Designing curriculum for students*

CERTIFICATES

- **Advance Diploma in Computer Application**
2024-25 (1 Year)
From: Skillup institute