

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: Kashmiri 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