**Nidhi Khurana**

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**Teacher | Counsellor | training Expert |Manager**

Creative, effective leader and a team player, possessing sound counselling and teaching management capabilities, business acumen, energy and determination. Holdscontinual success in training / teaching environment and maintains impeccable integrity for training quality. Driven by a deep desire to see people advance both personally and professionally. A results oriented professional with an overall experience of over 3 years’. Highly effective in identifying development needs, common to all properties and designing experiences that drive the highest levels of Performance Excellence. Creates an energetic and exciting learning environment to ensure that the organization works towards improving knowledge, skills and behaviours that are needed to drive business results.

**Personal Traits**:

* Possesses a high standard of personal integrity and decisiveness in addition to problem-solving and influencing skills
* Strong analytical and interpersonal skills. Organized and detail oriented; can handle complex and dynamic environments
* Creates and preserves a robust communications management mechanism between teachers and parents

**core competencies**

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| * Counselling | | * Performance Management | * Training Quality |
| * Trainee Empowerment | | * Project Planning | * Learning Solutions |
| * Coaching & Mentorship | | * Stakeholder Management | * Relationship Management |
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**executive summary**

* **Counselling & Training Vision:** Understands and identifies differences in approaches to learning and performance and knows how to design instruction that uses each learner’s strengths to promote growth. Committed to support learners as they participate in decision making, engage in exploration, work collaboratively and independently, and engage in purposeful learning
* **Operational Management:** Creates a personal, collaborative approach towards management with active participation of all internal and externals stakeholders. Can support the delivery of successful and sustainable transformation across the organization by owning and maintaining programs
* **Managerial Vision:** Has an ability to deal with multiple personalities, is a focused trainer, open minded, capable of ‘thinking outside the box’. Has a high level of aptitude for learning and change, and time management skills.
* **Software Knowledge**: Has an ability to work on software LMS, ERP and SALESFORCE.

**Professional Profile**

**July 2018 – present Aakash Institute, South Extension –I Academic counsellor /Trainer**

**Dec 2015 – 2018 KR Mangalam World School, *GK 2* Teacher**

**2001 - 2002 Kalka Public School, *Alaknanda* Teacher**

**1999 Laxman Public School, *Hauz Khas* Teacher**

**Highlights:**

* Undertake responsibilities of applying, implementing, and ensuring the use of exemplary academic and instructional criteria within the design of current and future education programs
* Facilitate a healthy learning environment for the children. Promoted trust, open communication, creative thinking, and collaborative efforts
* Design well-resourced and purpose-built teaching material, scheme of work, weekly teaching plan, and assessment and marking scheme
* Maintain complete and accurate records of each student’s academic and emotional growth using both school wide and classroom based formative and summative assessments
* Recognize the needs of individual students and group at large. Offer support as needed using flexible groups, workshops, counselling and other differentiation models
* Provide academic support that maintains and grow the school’s reputation for high quality education through effective delivery of lessons
* Meticulously select appropriate assessment instruments and criteria to assess the work and progress of students by reference to the criteria and provide constructive feedback to students
* Welcome observation by and feedback from colleagues and other professionals in education

**Academic Credentials**

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| * *Masters in Computer Application (MCA) from IGNOU, New Delhi, 2003* * *Diploma in Computing in Computers (CIC) from IGNOU, New Delhi, 2000* * *Graduation Degree (B.A. – History) from Kamla Nehru College, Delhi University, 1995–98* | * *Post Graduate Diploma in Information Technology (PGDIT) from JIIMS, New Delhi, 2001* * *Diploma in Computers from NIIT, New Delhi, 1999* * *B.ed 2 years From Dr. Charan singh university* |

**References Available On Request**