

# Arsh Khan

Location: Roorkee, India

Email: maak000009@gmail.com

Mobile: +91-721-7474-774

## Personal Summary

Dedicated educator with experience in counseling, mentoring, and training students. Skilled in delivering engaging lessons, fostering academic and personal growth, and creating inclusive learning environments. Known for excellent communication, adaptability, and a collaborative teaching approach. Passionate about inspiring students to achieve their potential and promoting lifelong learning.

## Education

- School of Open Learning, University of Delhi** New Delhi, India  
*Masters of Commerce* September 2023 – Current  
*Subjects: Business Statistics, Advanced Management Accounting, Managerial Economics, Financial Planning, Operations Research, Advanced Financial Management and Policy, Ethics, Corporate Governance and Sustainability*
- Language Pantheon** New Delhi, India  
*German Language Course* July 2023 – April 2024  
*Levels: A1 – B1*
- Satyawati College, University of Delhi** New Delhi, India  
*Bachelor of Commerce; CGPA: 8.061* November 2020 – February 2024  
*Subjects: Finance, Economics, Marketing, Computer Applications in Business, Accountancy, Business Law, International Business, Banking and Insurance, Statistics*
- Montfort School** Roorkee, India  
*12<sup>th</sup> Std.; Percentage: 93%* April 2019 – July 2020  
*Subjects: Accounts, Business Studies, Economics, English-Core*

## Experience

- Sam Lucknow Public School** Lucknow, India  
*School Counsellor (Full-time)* July 2023 – June 2024
  - Counseled students and provided academic guidance tailored to individual needs.
  - Conducted workshops and wellness programs to promote emotional well-being and resilience.
  - Collaborated with teachers and parents to support students' academic and personal development.
- Hiltron Calc** Roorkee, India  
*Computer Operator (Full-time)* October 2020 – January 2024
  - Taught computing fundamentals and Microsoft Office applications to students of varying skill levels.
  - Designed lesson plans and provided one-on-one mentorship to enhance student performance.
  - Created a supportive learning environment, resulting in improved student outcomes.

## Volunteering Experience

- Umeed A Drop Of Hope (NGO)** July 2024 – August 2024  
*Volunteer Intern (Part-time)*
  - Trained Street vendors on hygiene and marketing.
  - Led a tree plantation drive and climate change presentation.
  - Managed social media marketing and HR tasks.
  - Executed a successful fundraising strategy.

## Skills Summary

- Hard Skills:** Microsoft Office Suite, HTML, Data Analysis, Content Writing, AI, Student Mentorship and Academic Guidance, Attention to Detail, Interactive and Engaging Instruction Techniques, Lesson Planning and Curriculum Development
- Soft Skills:** Communications Skills, Presentation, Problem Solving, Adaptability, Public Speaking, Time Management, Leadership, Team-work, Active Listening,

## Language Proficiency

- Hindi**  
*Proficiency: Native Speaker*
- English**  
*Proficiency: Listening - B1; Reading - C1; Speaking- C1; Writing - B2*
- German**  
*Proficiency: Listening - B1; Reading - B1; Speaking- B1; Writing - B1*

## Honors & Awards

- Awarded for hosting the NAAC event at Satyawati College, playing a vital role in smooth operations and the college's A+ grade attainment.
- Runner-up in the school commerce quiz competition, showcasing exceptional knowledge and teamwork.
- Received a Certificate from Bharat Scouts & Guides, Uttarakhand, for a 5-day stay at BSM Inter College, Roorkee, where I participated in activities that fostered survival skills and teamwork.
- Honored with the Certificate of Merit from Montfort School, Roorkee, during my school session, demonstrating excellent communication skills and impactful presentations.
- Received the Certificate of Appreciation from Montfort School, Roorkee, for serving as a prefect, demonstrating dedication, leadership, and a positive influence within the school community.