

ANGELA SETHI
ACADEMIC CENTRE HEAD

 angelsethi06@gmail.com

 +91 9582853808

PERSONAL DETAILS

Date of Birth: 05/09/1996

Marital Status: Married

Nationality: Indian

OBJECTIVE

Looking to obtain the position of an HR Executive with a company that allows me to use as well as develop my communication, negotiation, and problem solving skills to carry out duties in areas such as recruitment, policy implementation, and employee relations.

EDUCATION

2022-24

MBA

Bhartiya Vidyapeeth

Sem 1- 92%

2014-17

Bsc. (H) Maths

Delhi University- Mata Sundri College

61.84% - First Division

2014

CBSE Sr. Secondary

ST. Cecilia Public

School 81.25%

2012

CBSE Secondary

ST. Peter's Convent

8.4 CGPA

EXPERIENCE

18th March 2022 -

Present

BYJU'S

Academic Centre Head

Teach students as per curriculum and schedule.

Hiring Teachers for Math and Science.

Alignment with subject teachers and classes.

Maintaining Relations with parents and students.

Monitor Centre discipline and in-class activities.

Discuss homework, resolve in-class doubt and monitor students' progress with teachers and co-ordinate the same to higher authorities.

2 December 2019 -
17th March 2022

BLOOMING DALES PUBLIC SCHOOL

TGT math and Institutional Nodal Officer

Taking classes 8th to 10th

Handling EPFO for the organization.

Registering students for CBSE Boards.

Handling administration work.

Coordinating absent teachers and managing teachers.

Time to time meetings with staff and reporting all the issues and feedback to the Principal.

SKILLS

Communication- Verbal and Written

Teamwork and Collaboration

Problem Solving

Adaptability

Time Management

Leadership

Emotional Intelligence

Critical Thinking

Conflict Resolution

Empathy

Education



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