

Nihalika Yadav

Type III/7, KNIT
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(DOB - 07/07/2002)

EXPERIENCE

Shemford Futuristic School, Sultanpur — *Front desk manager/ Admission Counselor*

April 2024 - PRESENT

Interacting with parents, teachers and students. Explaining admission related information. My responsibilities also include arranging teachers for the absent teachers.

Orion International School, Gorakhpur — *PRT Teacher*

April 2023 - March 2024

PRT Science and S.St. teacher.

IndiaMart, WFH — *Online Associate*

July 2022 - January 2023

Calling Customers through CRM and data entry details so that the related suppliers can connect with buyers.

EDUCATION

Kewala Sundar Mahavidyalaya, Gorakhpur — *B.Ed.*

August 2022 - June 2024

B.Ed in Physical and Biological Science.

K.N.I.P.S.S., Sultanpur — *B.Sc.*

June 2019 - MONTH 2022

Graduated in the subject combination of Botany, Zoology and Environmental Science.

SKILLS

Dependable, Responsible, Excellent Communication, Team Work, Multitasking, Adaptable, Counselling, Administration, Event Management and Leadership skill.

I'm also a fast learner, can work under high stress.

AWARDS

Award for Leadership in Grade 11th and 12th

LANGUAGES

Hindi, English