

Vishakha Singh

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Gomti Nagar, Lucknow

Summary

Dynamic educator and counselor with expertise in communication, relationship-building, and problem-solving, eager to transition into **Corporate, HR or banking**. Known for a people-focused approach, strong analytical skills, and a solid foundation in finance, ready to bring a unique perspective to drive positive outcomes and organizational success.

Experience

Senior Teacher and Counsellor

GR Senior Secondary School • Khalilabad, Uttar Pradesh

04/2021 - Present

- Engaged with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
 - Coordinated and direct extracurricular activities and programs such as after-school events and athletic contests.
 - Collaborated with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
 - Evaluated teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
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Skills

Time management, Communication skills, Microsoft excel, Microsoft word, Documentation review, Team Management, Training & Development, Problem Solving, Counseling, Leadership, Computer literacy

Education

Bachelor of Education (B. Ed): Educational Training

Siddharth University • Siddharth Nagar, Uttar Pradesh

08/2024

Master of Commerce (M.Com)

H.R. PG College • Khalilabad, Uttar Pradesh

06/2022

Bachelor of Commerce (B.Com)

St Andrew's College • Gorakhpur, Uttar Pradesh

06/2020

Intermediate: Commerce

HR Inter College • Khalilabad, Uttar Pradesh

06/2017

Languages

English, Hindi