

RESUME

Kritika Sethi

8368242283

Kritikasethi2511@gmail.com

Objective

Enthusiastic eager to contribute to learning success through hardwork attention to detail and hardcore innovative professional , organizational skills also excellent communication and problem solving skills

Experience

- **Career Neev** , Rajouri Garden , ND – Career Counselor

2022, 04-Present

Provided ongoing career counselling to a diverse group of students

Help students to evaluate course choices and select relevant courses after twelfth

Assisted students in building successful job search strategies

- **Relevel by Unacademy** , WFM , ND – Online Proctor

2021, 11 – 2022, 06

Administered individual and group assessments according to the guidelines

Validated appropriate identification to allow admission to testing portal

Ensure smooth running of examination according to the procedures

Ensure that the candidates follow and adhere the rules of the examination before , during and after the examination period

- **Tecnia International School** , Rohini , ND – Practice Teacher

2018, 12 – 2019, 04

Help teacher decorate and organize with age specific décor and organized prior to class training

Taught students up to the age of 11, typically reaching the broad range of subjects

Monitored students classroom for safety and good behavior

Create lesson plan for classroom and assignments

Education

- **Janki Devi Memorial College** , Karol Bagh , ND - BCOM (NCWEB)

2017, 04 – 2020, 11

- **Tecnia Institute of Teacher Education** , Rohini , ND - Diploma in elementary

Education -2017-2019

Skills

- Communication
- Problem solving
- Leadership
- Teaching
- Critical thinking
- Project management
- Career mentoring
- MS- WORD & EXCEL

Achievements

- Cleared CTET
- Mentoring a coworker or fellow student
- Teach students of backward area on weekends
- Appreciated for managing the whole center firmly
Also got the opportunity to teach in Govt. school through internship at my teaching career

Language

- English
- Hindi