



NEHA SIKHWAL

Lower Secondary Teacher
Experience – 9 years

PROFILE

To obtain a position that aligns with my passion of working with children and families, that will also allow me to utilize my exceptional skills as an Early Childhood Professional with the aim of securing a career with sufficient opportunities to undertake new challenges in the area of child development.

CONTACT

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HOBBIES

Dancing
Book Reading
Rangoli Making

EDUCATION

Class-10th

KANKAI BOARDING SENIOR SECONDARY SCHOOL
Birtamod , Nepal
Passing year – 2007

Class-12th

KANKAI BOARDING SENIOR SECONDARY SCHOOL,
Birtamod , Nepal
Passing year – 2009

Graduation-B.Com.

KANKAI ADARSH AWASIYA CAMPUS,
Birtamod , Nepal
Passing year – 2012

WORK EXPERIENCE

SUNSHINE KINDER HOUSE

Job Title – Pre-Primary Teacher and Accountant
Duration – March 2008 to June 2010

TOWER TEMPLE SCHOOL

Job Title – Lower Secondary Teacher
Duration – MAY 20, 2013 to JUNE 23,2021

SKILLS

- Computer Proficiency with basic command over MS-Word and MS-Excel.
- Passionate Dance
- Accounts and Cash Management

RESPONSIBILITIES UNDERTAKEN

1. Instructed assign classes in the locations and times designated.
2. Created and maintained a classroom environment that is conducive to students learning.
3. Implemented instructional methods and materials that are appropriate and aligned with state standards.
4. Assessed the accomplishments of students on a daily basis and reports progress to the students and their parents.
5. Participated in parent/teacher conferences to assist parent's participation and the support of their child's education.
6. Maintained accurate, complete, and correct records.
7. Attended professional development workshop to continue my growth as an educator.
8. Attended staff meetings; serve on staff committees, and accept a share of responsibility for extracurricular activities.
9. Organized and participated in class field trips as well as cultural events.
10. Identified early signs of emotional, developmental and health problems in students and followed up with parents.