



Priyanka

771/21,A Prem Nagar, Rohtak, Haryana

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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work Experience



English Teacher

07/2021 to 03/2022

I.G.International School

Beri (Jhajjar)

- Administered assessments and standardized tests to evaluate student progress.
- Prepared comprehensive English curriculum for multiple classes.
- Attended department meetings to develop and update course curricula.
- Supported student skill development in alignment with personal and academic goals.
- Cultivated relationships with parents for complete support network.
- Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.

Biology Lecturer

10/2020 to 11/2021

Takshila Vidyapeeth Sr. Sec. School

Beri (Jhajjar)

- Established positive and encouraging relationship with students and helped to foster appreciation for biology and science.
- Prepared individualized lesson plans and educational materials to structure biology curriculum to needs of each student.
- Organized laboratory activities, prepared lectures and design experiments for optimum learning.
- Taught subject matter based on information compiled from textbooks, online sites and other educational materials.

Accountant

07/2014 to 05/2017

I.G.International School

Beri (Jhajjar)

- Gathered financial information, prepared documents and closed books.
- Reconciled accounts and reviewed expense data, net worth and assets.

- Used advanced software to prepare documents, reports and presentations.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.

Skills



Proof Reading

MS Excel

Compiling Data

Education



Maharshi Dayanand University

Master's
English Literature

Rohtak

06/2018 to 09/2022

Maharshi Dayanand University

Bachelor's
Medical Science

Rohtak

10/2011 to 06/2014

Additional Information



Hobbies

- Art & Craft
- Reading Novel

Links



www.linkedin.com/in/priyanka-kadian-12906a1ba