



# Ankita Dixit

PGT TEACHER

## Profile

- Dedicated and experienced PGT Commerce Teacher, Academic Coordinator, and School Administrative Assistant with significant achievements in educational leadership and classroom instruction.
- Skilled in strong communication, adaptability, active listening, and strategic planning.
- Adept at financial and management accounting, fostering teamwork, and excelling under pressure.
- Aiming to leverage my teaching and management expertise in a new role as a teacher to contribute to knowledge transformation.
- Passionate PGT Teacher with expertise in Microsoft Office, classroom supervision, and invigilation.
- Proven track record of subject knowledge and effective communication.
- Seeking a new opportunity to continue delivering high-quality education and making a positive impact on students' learning experiences.
- Experienced TGT and PGT Teacher with a background in CBSE education, pursuing a role in Senior Secondary and Higher Secondary Teaching. (OASIS Registered)
- Proficient in problem-solving, decision-making, and interpersonal communication. Motivated to develop and implement effective teaching strategies for student learning and growth.

## Employment History

### PGT Teacher, DALIMSS Sunbeam School Chaubeypur, Varanasi

APRIL 2019 – PRESENT

- As a PGT Teacher at Sunbeam group of Schools, I am responsible for delivering high-quality instruction and fostering a positive learning environment.
- Utilize strong subject knowledge and Microsoft Office skills to create engaging lessons.
- Demonstrate excellent communication skills to facilitate a dynamic and interactive learning experience.
- Fulfill supervisor and invigilator roles with dedication and responsibility.
- Cooperated with colleagues to enhance the overall learning experience.

### TGT Teacher, Children's Academy, Varanasi

APRIL 2017 – APRIL 2018

- Implemented lesson plans.
- Assembly Incharge.
- Effectively & Responsibly played role of class teacher.

## Details

Nichibagh, Bulanala

Varanasi, 221001

India

7355457328

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NATIONALITY

Indian

DATE OF BIRTH

24 November 1995

## Skills

Self-motivation

Communication Skills

Ability to Multitask

Creativity

Leadership Skills

Effective Time Management

Problem Solving

Fast Learner

Time Management

Teamwork

Ability to Work Under Pressure

Adaptability

Communication

Leadership

classroom supervision

interpersonal communication

financial accounting

management expertise

strategic planning

## Education

**Bachelor of Education, Dheerendra Mahila PG College, affiliated through Mahatma Gandhi Kashi Vidyapeeth, Varanasi**

Passed with Distinction

**Master of Commerce, Mahatma Gandhi Kashi Vidyapeeth**

MARCH 2018

Passed with First Division

**Bachelor of Commerce, Mahatma Gandhi Kashi Vidyapeeth**

APRIL 2016

Passed with second division

**HSC, Board of High School and Intermediate Education Uttar Pradesh, . Varanasi**

APRIL 2012

Passed with first Division

**SSC, Board of High School and Intermediate Education Uttar Pradesh, Varanasi**

APRIL 2010

Passed with first division

## Extra-curricular activities

**Attended National Workshop on Research & Communication , Mahatma Gandhi Kashi Vidyapeeth , Varanasi**

**Published Article in "VIBHUTI SMAARIKA" , Mahatma Gandhi Kashi Vidyapeeth, Gangapur Campus**

**Successfully Completed Course on Computer Concepts, National Institute of Electronics and Information Technology**

## Languages

English

Hindi

## Hobbies

Dancing

Cooking

Listening to Music

Travelling