

DEEPTI TIKOO

9818813872 | ptdeepti1605@gmail.com

18 years of extensive experience in Training, Mentoring, Centre Management, Quality Assurance with Business Development.

FUNCTIONAL EXPERTISE

Training, Mentoring, Spoken English, Client Relationship Management, Quality Assurance

WORK EXPERIENCE

June 2020 - Present

- Have been taking online classes for CAT/GMAT/UPSC/SSC Aspirants apart from Grammar/ Vocabulary/ Unseen Passages/ Writing Tasks for Classes 6th to 12th
- In May – June 2017, got an opportunity to work with EDUNGURU (an Educational Venture by SAHARA GROUP) and took a few online sessions for IBPS/SSC/UPSC and other undergraduate entrance exams.

October 2015 - March 2020

- Worked for some time at CLAT POSSIBLE, Connaught Place, as Verbal Faculty for Law Aspirants
- Simultaneously, started my own Educational Institute (GENESIS) at Sector 10, Gurugram, where I had the privilege to tutor and mentor numerous students of classes 1st to 12th and some ladies/ gents as well, to help them groom their personalities.

October 2013 - September 2015

- Worked as a Visiting Faculty (Verbal) for CAT coaching at Learning World, Sector 14, Gurgaon.

February 2010 - July 2013

- Worked at CL educate Ltd. (earlier Career Launcher India Ltd.) as a Faculty of English/ Asst. Manager (Academics) for MBA Aspirants)/ PDP trainer at Connaught Place Centre.

January 2005 - April 2008

- Worked at Career Launcher India Ltd. as Faculty of English/ PDP trainer at CP center and Ghaziabad center as Centre Manager and Franchisee Holder.

March 2004 - January 2005

- Worked at Bulls Eye as a Centre Manager as well as Faculty of English/ PDP trainer at South Campus center.

May 2002 - February 2004

- Worked at Professional Tutorials (a National Level Institute for training students for MBA, MCA, BBA, GRE, GMAT) as Faculty of English

Key Job Responsibilities

- Maintaining efficacious relationships with clients for enrollment and grievances.
- Effectively managing the center for growth and productive business outcomes.
- Conducting seminars in various institutions for more conversion and building reputation for the brand.
- Training the students on the need to be effective communicators from the very outset, by making learning more interactive and open ended.
- Coordinating language lab activities and interactive English learning sessions with the software - designed by English Edge.
- Taking the initiative to help the weaker students- as Initiated the Speak Easy Sessions (English Speaking Course) at Career Launcher India Ltd. (CP center) for the weaker students (which proved to be a great success).
- Helping the students groom their overall personality and building their confidence by letting them think and know about their strengths and weaknesses and the ways to overcome those weaknesses.

EDUCATION

Qualification	Year	Board/Univ.	Institute
M. A (English Literature)	2002	Panjab University, Chandigarh	Panjab University, Chandigarh
Diploma in Computers	2002		NIIT, Chandigarh
PGDBM	2000	University of Jammu	University of Jammu
B. Sc. (Medical)	1999	Jammu University	Govt. Degree College, Udhampur
HSC	1996	J & K Board	Happy Model School, Udhampur
SSC	1994	J & K Board	Happy Model School, Udhampur

SKILLS

- Problem Solving
- Presentation Skills
- Training and Mentoring
- Relationship Management
- Event Management

HOBBIES

- Writing (Poetry)
- Singing
- Listening to music
- Anchoring

STRENGTHS

- Quick Learner
- Keen Observer
- Passionate for communication skills and English learning

PERSONAL DETAILS

Date of Birth: 16th May 1978

Sex: Female

Languages Known: English, Hindi, Punjabi, and Kashmiri.