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Mungpoo, Darjeeling West Bengal, India
734313

PROFILE

To pursue a highly challenging career in the Industry which would give me good opportunities to apply my full potential and serve the Organization.

CARRER OBJECTIVES

Seeking a responsible and challenging position with progressive organization where in my Skills and experience can be fully utilized for organizational growth while providing an Opportunity for career growth and advancement.

EXPERIENCE

Working as a Assistance Teacher (Computer/IT) in Sarada Higher Secondary School, Mungpoo, Dist-Darjeeling.

Tenure: 17th February 2018- Till Date

Responsibilities and Duties:

- Creates lesson plans that are appropriate for the age and abilities of the students in the class.
- Evaluates student performances in class and on tests and provides feedback.
- Assigns special projects to students.
- Communicates students' progress to parents, particularly regarding students who need tutoring or other extra assistance.
- Provides appropriate resources and learning materials for students.
- Identifies varying teaching methods that work best for students who learn differently.
- Maintains computer laboratories and keeps an inventory of supplies.
- Ensures that computer equipment is functioning properly.
- Maintains accurate records of students' progress in class and on examinations.
- Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
- Stays up-to-date on changes and advancements in computer technology taught in the classroom.
- Petitions administrators for updated hardware and software for the classroom.
- Ensures that the internet in the classroom is used only for appropriate educational purposes.

QUALIFICATION:

- Completed BCA from St,Joseph's college Darjeeling, WB
- Completed MCA from Sikkim Manipal University

PERSONAL SKILLS:

- Knowledgeable on utilizing office equipment, computer, printer and photocopy machine.
- Knowledgeable in Microsoft (Office, Excel, PowerPoint).
- Comprehensive Problem Solving abilities.
- Excellent in verbal and written communication skills.

LINGUISTIC PROFICIENCY:

- Have a good command over English, Hindi & Nepali

STRENGTH:

- Effective interpersonal communication and initiative.
- Excellent in Customer Service and building relations.
- Ability to handle high-pressure situation in a professional manner.
- Ability to understand, learn & to adopt new business reasonably, Quickly & effectively.
- Resourceful and willingness to learn

ACTIVITIES & INTEREST:

- Travelling interacting with people of different cultures and to play Badminton

PERSONAL DETAILS:

Name :-	ASHESHTHAPA
Father'sName :-	NARBAHADURTHAPA
Mother'sName :-	KALPANATHAPA
Address :-	MUNGPOO,DARJEELING,WB,INDIA
DOB :-	01/09/1989
Marital status :-	Single
Sex :-	Male
Nationality :-	Indian

Place:-Mungpoo,Darjeeling

(AsheshThapa)