

TANUSHKA SINGH

Nursery Teacher | Early Childhood Educator

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PROFESSIONAL SUMMARY

Dedicated and caring Nursery Teacher with close to one year of experience at Little Elly School, Thindlu Sarjapura. Completed an ECEC course from Letter Accademy, with a strong interest in early childhood learning, classroom engagement and child-centred activities. Good communication, teamwork and organisational skills, supported by previous experience in banking and operations.

WORK EXPERIENCE

Nursery Teacher – Little Elly School, Thindlu Sarjapura | Nov 2025 – Present

Plan and facilitate age-appropriate learning activities for nursery children.

Support children's early literacy, numeracy, communication and social development through engaging classroom activities.

Conduct circle time, rhymes, Montessori-based activities, creative activities and outdoor/free-play sessions.

Maintain a warm, safe and positive classroom environment that encourages participation and independence.

Communicate with colleagues and support day-to-day classroom routines and school activities.

Operation Executive – Geetanjali Realtors | Sep 2023 – Dec 2024

Maintained client records and followed up on pending and upcoming payments.

Maintained leads for future client and sales-related functions.

Coordinated team follow-ups for deal closure and tracked activities through completion.

Maintained MIS for day-to-day activities.

Sales Coordinator – Capital First Limited (now IDFC FIRST Bank) | Apr 2018 – Dec 2018

Verified client details and profiles for personal loan applications.

Logged verified applications and supported the approval/rejection process.

Followed up with clients for Tele Verification (TVR) and Customer Verification (CVR).

PROFESSIONAL CERTIFICATION

ECEC (Early Childhood Education and Care) Course – Letter Accademy

EDUCATION

M.Com (Accounts/HRM) – Ranchi University | 74% | 2016–2018

B.Com (Accounts) – Ranchi Women's College, Ranchi University | 71% | 2013–2016

Class XII (Commerce) – JVM Shyamali, CBSE | 58.9% | 2011–2013

Class X – DAV Sherghati, CBSE | 8.0 | 2011

KEY SKILLS

Early Childhood Education & Classroom Management

Child-Centred Learning & Activity Planning

Montessori-Based Activities

Communication & Teamwork

Microsoft Word, Excel & PowerPoint

Tally & Computerised Accounting

English & Hindi

INTERNSHIPS & WORKSHOPS

One-month Internship – Working Capital Management Department, Central Coalfields Limited (CCL), Ranchi, 2017

One-month Internship – Marketing Executive, AskMe Grocery, Ranchi, 2016

Workshop on Understanding GST – Amity University, Ranchi, 2018

Seminar on Investment Strategies – Narnolia Financial Advisors, 2018