

# Prabin Dhungana

Student

4880 McRae Street , Niagara Falls, ON, Canada • +1 4386801194 • Dhungana.prabin23@gmail.com

I am a highly organized and detail-oriented professional with a strong background in Teaching and Documentation Manager. Skilled in creating engaging lesson plans, fostering a positive learning environment, and effectively communicating with students, parents, and colleagues. Proven track record of improving student performance and managing documentation processes.

## EXPERIENCE

### Primary School Teacher

Kathmanu, Nepal

*Golden Future Boarding School*

Jul, 2020 - Dec, 2022

- Successfully implemented innovative teaching techniques to accommodate diverse learning styles and abilities.
- Maintained open and transparent communication with students, parents, and fellow educators to ensure a collaborative approach to student development and academic success.
- Established a supportive and inclusive classroom atmosphere that encouraged collaboration, critical thinking, and creativity among students.

### Documentation Manager

Pokhara, Nepal

*GIANT Education Consultancy*

Jan, 2023 - Aug, 2023

- Demonstrated exceptional organizational and time management skills in effectively managing documentation processes.
- Actively participated in professional development opportunities to stay abreast of current educational best practices and documentation standards.
- Implemented efficient and organized documentation management systems to streamline administrative tasks and ensuring accurate record-keeping

## EDUCATION

### Higher Secondary Education

Pokhara, Nepal

*Pokhara Higher Secondary School*

Jul, 2018 - Jul, 2020

### High School Diploma

Fort Erie, ON

*Sheridan College at CCTT*

Nov, 2023 - Present

## TRAINING/CERTIFICATIONS

### Diploma In Computer Applications Software

2019

*Perfect Computer System and Language Center*

### First Aid and Safety Training

2022

*Red Cross Society, Hemja*

## SKILLS

Communication, Multitasking Abilities, Time management, Teamwork, Computer proficiency, Problem solving, Active listening, Microsoft Office

## LANGUAGE

Nepali, English, Hindi