**First Name of Application CV No 1643790**

Whatsapp Mobile: +971504753686



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 **Dear Sir/Madam,**

**This letter is to introduce myself and to let you know of my interest in becoming a part of your organization. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. I am willing to work as a teacher/coordinator/in-charge/etc. as per the need.**

**I am a South Indian origin (Kerala); born and brought up in Madhya Pradesh; a state in India. I completed my schooling from St.Joseph’s Convent Girls’ Senior Secondary School, Jabalpur, MP. I am a post graduate (double M.Sc in Chemistry) and B.Ed having 12 years of teaching experience in CBSE curriculum. I teach the students upto secondary and senior secondary level and presently working as an academic and activity coordinator (for the last two years.)**

**In my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.**

**I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of the responsibilities entrusted upon me. I look forward to hearing from you in the near future. Please find my resume attached along with.**

**RESUME**

OBJECTIVE

 I truly believe in selfless service without any vested interests and would like to work with my utmost capacity, with full dedication and sincerity so that I may give my best, if given an opportunity to serve your highly esteemed institution.

EDUCATIONAL QUALIFICATION

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| --- | --- | --- | --- | --- | --- |
| **S.N** | **LEVEL** | **BOARD/ UNIVERSITY** | **SUBJECT** | **YEAR** | **DIVISION** |
| 1. | 10th | M.P. Board | English, Hindi, Sanskrit, Maths, Science, Social Science | 1994 | Distinction |
| 2. | 12th | C.B.S.E. Board | Physics, Chemistry, Biology | 1996 | 1st |
| 3. | B.Sc. | Rani Durgavati Vishwa Vidyalaya, Jabalpur, M.P | Chemistry, Botany, Zoology | 1999 | 1st |
| 4. | M.Sc. | Rani Durgavati Vishwa Vidyalaya, Jabalpur, M.P | Organic Chemistry | 2001 | 2nd |
| 5. | M.Sc. (Specialization) | Rani Durgavati Vishwa Vidyalaya, Jabalpur, M.P | Inorganic Chemistry | 2003 | 1st |
| 6 | B.Ed | Rani Durgavati Vishwa Vidyalaya, Jabalpur, M.P | Science | 2004 | 1st |

****EXPERIENCE: 12 YEARS****

1. **Worked as a Trained Graduate Teacher in St. Joseph’s Convent Girls’ Sr.Sec.School, Jabalpur, M.P for 10 years. (April 2004 to April 2014)**

**ROLES & RESPONSIBILITIES**

1. Taught Science & Maths to classes 6th to 8th& Chemistry ,Biology to classes 9th &10th
2. I trained the students for various cultural activities like dance & music for Annual function as well as assisted the sports teachers in Volley ball, Throw ball, Athletics etc.
3. Main in-charge for Maths &Science Olympiads, Bournvita Quiz contest, Morning Assembly etc.
4. **PRESENT STATUS:**

**WORKING AS A SENIOR ACADEMIC AND ACTIVITY COORDINATOR IN NEIIL WORLD SCHOOL, GUNA (M.P.) SINCE 1ST JULY 2014.**

**ROLES & RESPONSIBILITIES**

1. CCE In-charge, Examination in-charge, School assembly in-charge.
2. Main Host or Anchor for Annual function, Annual Sports day& all other important events of the school.
3. Preparing Newsletters, Annual school Calendar, Yearly Magazine, Regularly updating Facebook & School Website.
4. Monitoring multifarious Scholastic &Co-scholastic activities like Club activities, school assembly, Inter-school competitions, Intra-class competitions, Olympiads, Quiz competitions etc.
5. Conducting Seminar& teachers training etc.
6. Teaching Science (Chemistry & Biology) in secondary classes.
7. **ACHIEVEMENTS:**
8. Cleared CTET for both PRT & TGT level
9. Received many medals & certificates in games and athletics.
10. Received certificate of appreciation from HRD Ministry for excellent result in 10th board CBSE exam.
11. Attended training programs and workshop on CCE, Life skills, AEP & Pedagogy.
12. Anchor for major events such as annual day, sports, investiture ceremony, etc. of the school.

LANGUAGES KNOWN:

Hindi, English &Malayalam

PERSONAL DETAILS

Date of Birth : 13-08-1977

Place of Birth : Kerala

Marital Status : Married