**RUSTHANA**

**OBJECTIVE**

To work in a professional environment where my skills, knowledge, expertise and experience could be fully utilized for the betterment of the organization and the society.

**EMPLOYMENT HISTORY**

**JAWAHAR PUBLIC SENIOR SECONDARY SCHOOL( 2011 December –2016 March)**  (Affiliated to C.B.S.E, Delhi. No.930167)

* **Worked as PGT Chemistry**
* **Worked as Academic co-ordinator (2014-2016) – Planning, Co-ordination and execution of Academic activities of the school**
* Setting year plan & academic calendar
* Time table setting (Teachers timetable & Students timetable) & Class allotment for teachers
* Exam controller
* Compilation of data according to CBSE circulars
* **Handled Chemistry classes from class VI to XII.**
* **Selected as CBSE board External Practical Examiner.**
* **Board exams invigilator for CBSE schools.**
* **Participated in various workshops for CBSE teachers.**
* **Participated in CCE training programmes.**
* **Expertise in conducting practical classes.**
* **Technically aware of conducting classes with ICT support.**
* **Professional training for students in various competitive exams.**

**ACADEMIC CHRONICLE**

|  |  |
| --- | --- |
| **YEAR** | **QUALIFICATION** |
| **2013** | Qualified State Eligibility Test (SET). |
| **2011** | **B.Ed** in Physical Science from Sree Narayana Training College, Nedunganda (Affiliated to Kerala University) with **79% marks.** |
| **2010** | **MSc** in Chemistry From Fatima Mata National College, Kollam (Affiliated to Kerala University) with **80% marks** |
| **2008** | **BSc** Degree in Chemistry From Fatima Mata National College, Kollam (Affiliated to Kerala University) with **91.5% marks.** |
| **2005** | **Higher Secondary Education** passed from M.R.M.K.M.M.H.S.S, Edava with **85% marks** |
| **2003** | **SSLC** passed from M.R.M.K.M.M.H.S.S, Edava with **77.6%** marks. |

**PROJECT DETAILS**

Determination of Rhodium (III) using 4-Salicylideneamino-3-Mercapto-6-Methyl- 1,2,4- Triazine(4H) – 5 – One as a spectrophotometric reagent: Dissertation submitted to The University of Kerala

**COMPUTER KNOWLEDGE-**

* **Operating Systems** : Windows 8, 7, XP.
* **Application software** : MS office

**PROFESSIONAL ATTITUDE**

* Proficient in work.
* Punctual.
* Team spirit and Ability to work hard with dedication.
* Responsible.

**PERSONAL SKILLS**

* Good leadership qualities.
* Creative and Adaptive nature.
* Good public speaking capability.
* Good listener and consistent worker.
* Good interpersonal skills.

**NON ACADEMIC ACHIEVEMENT**

* Participated and won prizes in various technical and cultural events at school.

**PERSONAL DETAILS**

Gender : Female

Nationality : Indian

Marital Status : Married

Age : 27 Years

Date of Birth : 17.05.1988

Languages Known : English, Malayalam

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

