**Dear Sir/Madam**

**Ms. Deepa**

* Have more than 12 years of experience in teaching, one year in administration and management of school activities. Presently working as **Asst. Professor for statistics** in SSR College .Handling BSc.,BCom, BSc computer science, BCA lectures. Delivering lectures, and engaging the students in discussion process and providing them the best practice lessons for being efficient in Statistics were few of my responsibilities.
* Also worked as a **head [Principal]** of managing the igcse school I managed around 17 teaching staffs, 8 non-teaching staffs, and students of various ages from 1st grade to 7th grade. I have helped the management by my dynamic professional work which helped in profitable budgeting without losing the safe and healthy environment of school. My greatest strengths which helped me to achieve a successful head position are my logical and critical thinking, ability to solve the problem quickly and efficiently, excellent communication skills and management ability.
* Worked as **Senior British section Math teacher** at Al Noor International school , IGCSE school, Bahrain for more than 8 years. Handled grades 7,8 ,9 ,AS and AL.

**Objective:**

To work in a challenging and dynamic environment, and use my expertise for the growth of the working environment and students.

**Career objective**

Gaining the position of a Math teacher in the organization that will help me to develop my skills and qualities for the betterment of an organization

**Strengths:**

* Leadership and efficient management ability.
* Appropriate and exact delegation of responsibilities to staffs
* Have learnt and used different techniques and tools of educating students for effective and efficient teaching

**Summary of skills**

* Deep knowledge of Math/statistics subject and strong interest in teaching the subjects.
* Excellent communication and written skills to deliver points in precise.
* Ability to plan the lessons and deliver them efficiently to the students
* Ability to make use of different math teaching methods i.e. Math games
* Capability to maintain the relationship with students as well as inspire them
* Highly skilled in planning the strategies and applying them for the development of students
* Strong interpersonal as well as organizational skills
* Ability to discuss with students on their academic problems
* Capability to provide the solutions regarding math/statistics subject

**Educational credentials**

* Successfully completed the **Bachelor of Education** in **Mathematics** in the year 2007
* Successfully completed **Post Graduate diploma** in **Computer applications.**
* Successfully completed the **Master’s degree** in **Statistics** from M.V.M. College Bhopal M.P. in the year 1993.
* Successfully completed the **Bachelors Degree** in **Mathematics** from MLB College, Bhopal, M.P. in the year 1991
* Successfully completed **+2** from Carmel Convent School, Bhopal, M.P. in the year 1988

**Certification**

Successfully completed the workshop of “Cambridge Checkpoint Exams” in the year 2011 at Mumbai.

Successfully completed the **Cambridge International Diploma** for teachers in the year 2006 at Bahrain.

Successfully completed Workshop on “ Creative Teaching Techniques’ 2004 by Dr. Sunil Gupta at Bahrain.

**Professional experience**

* **Working as Asst. Professor of Statistics in SSR college of Arts, Commerce and Science ,Sayli from June 2012 till date.**

**Responsibilities:**

* Offering guidelines to every individual for his/her development
* Inspiring students, getting them into discussions, and developing their skill sets
* Creating teaching material, providing it to the students, and applying the strategies of teaching Statistics.
* Assigning the projects to the students as well as helping them to solve the problems which they face in the project
* Organizing the sessions or workshops for students so they can get updated knowledge of the subject
* **Worked as a PRINCIPAL in IGCSE School, Laxmi Global School, Gujarat from May 2011 till May 2012.**

**Responsibilities:**

* Took the responsibility of managing the students, staffs and all the activities related to school.
* Took up the task of maintaining discipline and decorum in school campus.
* Getting feedback from students, teachers and parents and taking appropriate actions on it at appropriate time.
* Monitoring and maintaining safe, healthy, peaceful environment in school.
* Monitor the attendance of students and teachers. In this area I introduced the concept of awarding students with no leave and for students maintaining punctuality which encouraged the students to come on time to school.
* Reviewed the text books and notes followed by students and give my feedback to teachers for improvement.
* **Worked as a Senior British Section Math teacher in Al Noor International School, Bahrain from September 2004 till April 2011.**

**Responsibilities**

* Preparing the math lesson plans, delivering lectures, and engaging the students in discussion process
* Offering guidelines to every individual for his/her development
* Inspiring students, getting them into discussions, and developing their skill sets
* Arranging math competitions so the students can enjoy the teaching process
* Applying the different teaching methods of Math subject so that teaching process won’t be monotonous for the students
* Creating teaching material, providing it to the students, and applying the strategies of teaching Math
* Assigning the projects to the students as well as helping them to solve the problems which they face in the project
* Organizing the sessions or workshops for students so they can get updated knowledge of the subject
* Providing them the best practice lessons for being efficient in Mathematics
* Conducting the group discussions for students so they can solve the problems amongst themselves
* **Worked as a guest lecturer in +2 school SNVHS Kerala for 1 year. [**Subjects handled – Mathematics, Statistics and Computer applications.]

**Responsibilities**

* Introduced interesting and fulfilled activities in the class, which would help in the development of the student's mental levels.

**IT skills**

 Have expertise using computers and well versed with the usage of Microsoft office tools namely Microsoft Word, Access, Excel, Power point to give presentations. Also have mastered to operate internet and email efficiently.

**Areas of Interest:**

* Researching in various branches of Mathematics
* Applying the self strategies for achieving the goals of an organization

**Personal Dossier:**

* Name: Ms. Deepa
* Date of Birth: 11/09/1971
* Relationship status: Married
* Languages known: English, Hindi, Malayalam.
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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