**RESUME**

**MONIKA**

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**Career Objectives:**

To work at a challenging position with an organization which help me to grow in a professional and friendly ambience and where I can utilize my skills and strengths towards the achievement of your Institute’s goals and objectives. Further, I want to prove myself an asset for the organization.

**Synopsis of skills:**

* Profound knowledge of Biology subject.
* Ability to assess the performance of students and provide them the correct feedback pertains to subject and its application.
* Excellent communication and written skills.
* Ability to experiment on different sections of biology.
* Capacity to research and problem solving attitude.
* Ability to motivate students as well as guide them for better results.
* Highly skilled in analyzing the subject for the students as well as an ability to use different methods of teaching.
* Good organizational skills and ability to arrange the sessions for students.
* Ability to maintain a good relationship with students as well as parents.

**Educational Qualification:**

* Passed M.A (education) from Manav Bharti University,HP (2012).
* B.Ed. (Science and biology as a teaching subject) from Agra University (2005).
* M.Sc. in zoology from R.B.S College, Agra (Agra University in 2002).
* B.Sc. in Botany, Zoology & Chemistry from RBS College, Agra (Agra University in 2000)
* Passed XII from Kendriya Vidhayalaya No.1, Suratgarh (CBSE Board) in 1997(Science Stream).
* Passed X from Kendriya Vidyalaya No.1, Suratgarh (CBSE) (1995).

**Technical Qualification**:

Post graduate diploma in Computer Application(PGDCA) from STERLITE FOUNDATION, Govind Nagar, Agra affiliated to Mumbai.

(MS-Office, Excel, Word &PowerPoint, Tally, C, C+, Internet, FoxPro, web design, etc)

**Technical skills:**

* Good working knowledge in computer programs.
* Efficient in Excel and PowerPoint.

**Additional Skills:**

* Possess good communication skills.
* Possess good presentation skills.
* Complete knowledge of MS-Office and Internet.
* Possess good teaching skills.

**Professional experience:**

**Worked as TGT-BIOLOGY in KR Mangalam World School Vaishali,Ghaziabad.**

Period: 12 March,2015 to 13 April,2016 .

**Responsibilities:**

* Providing study material to the students and guiding them for using that material.
* Arranging lectures for students on Biology subject and offering them additional knowledge of the subject.
* Teaching 9 to 12 classes biology.
* Incharge of ECO-CLUB,organizing various activities to save nature.
* Holding Table-Tennis activity club for students.
* Prepared students for CBSE Regional Science Exhibition 2015.
* Organizing the Science quiz competition for students and providing them the necessary study material.

**Worked as a Biology teacher(TGT) in The Air Force School, Delhi.**

Period:April 2014 to oct 2014.

**Worked as a Biology teacher(TGT) in Air Force School, Agra**

Period: December 2006 to April 2014 .

**Responsibilities:**

* Providing study material to the students and guiding them for using that material.
* Arranging lectures for students on Biology subject and offering them additional knowledge of the subject.
* Organizing the competition for students and providing them the necessary equipments.
* Preparing the lessons according to the needs of students.
* Arranging the tests for students for being efficient in the subject.
* Discussing with students and clarifying their doubts regarding the study work.

**Worked as a Biology teacher(PGT) in Milton Public School (CBSE Board) Agra**

Period: January 2002 to November 2004  
**Responsibilities:**

* Assigning the study work to the students and helping them to solve the problems regarding the work.
* Providing a healthy atmosphere for better results in the teaching process.
* Participating with students in a discussion so that they can state their problems as well as update their knowledge.
* Advising the students regarding study related issues and thus making them proficient in the subject.
* Motivating students, evaluating their performances, and providing them a concrete feedback.

**Areas of Interest:**

* Using the qualities for the growth of an organization
* Achieving the determined goals of an organization

**Seminar and Workshops:**

* Participated in science workshop at Air force school,Gwalior(M.P)
* Participated in science workshop conducted by CBSE officers regarding CCE pattern at Air force school,Bareilly(U.P)
* Participated in Teacher’s workshop on life skills, organized at Air force school, Agra (U.P).
* Participated in Teacher’s workshop on life skills, organized at Air force school, Bareilly (up).
* Participated in Teacher’s workshop on Continues and comprehensive Evaluation(CCE),organized at K.R Mangalam World School,Vaishali Ghaziabad(up).

**Achievements**

* Passed UPTET-2011(Secondary Level)
* Passed CTET-2013(Secondary Level)
* Holding score card for PGT-BIOLOGY as qualified in All India Written Test for teachers conducted by Army Welfare Education Society(AWES)

**Teaching Experience: 10 Years**

**Hobbies:**

Painting, singing, reading books, watching discovery channel etc.

**Personal Details:**

DOB : 18th may 1980

Languages Known : Proficiency in English and Hindi.

Marital Status : Single

**Extracurricular Activities**: Actively participated in Sports and Cultural programmes and whenever got an opportunity, participated in social service and social awareness programmes.  
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**Job Seeker First Name / CV No: 1718238**

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