**FARHEEN FATHIMA**

  **EDUCATION**
Post-Graduation in Organic chemistry (2012)
osmania university

* Bachelors of Science (2008)

osmania university.

* Intermediate (2005)

Geethanjali junior college,Board Of Intermediate Education ,AP ,Hyd.

* Matriculation (2004)

Mahathi Vidya Niketan HIgh School,Gajwel

Board of Secondary Education, AP, Hyd.

**PROFESSIONAL EXPERIENCE**

* Gdr High School,Gajwel (2008)
* Mahathi Vidya Niketan High School,Gajwel (2009-2016)

**DUTIES AND RESPONSIBILITIES**

**Follows professional practices consistent with school and system policies in working with students, students’ records, parents, and colleagues**

* Demonstrates communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel.
* Is available to students and parents for conferences according to system policies..
* Maintains confidentiality of students and students’ records.
* Works cooperatively with school administrators, special support personnel, colleagues, and parents.

**Complies with rules, regulations, and policies of governing agencies and supervisory personnel**

* Complies with state administrative regulations and Board of Education policies.
* Adheres to school and local school system procedures and rules.
* Conducts assigned classes at the times scheduled.
* Enforces regulations concerning student conduct and discipline.
* Demonstrates timeliness and attendance for assigned responsibilities.
* Provides adequate information, plans, and materials for substitute teacher.
* Maintains accurate, complete, and appropriate records and files reports promptly.
* Attends and participates in faculty meetings and other assigned meetings and activities according to school policy.
* Complies with conditions as state in contract.

**Demonstrates professional practices in teaching**

* Conduct Seminars to Students
* Demonstrates accurate and up-to-date knowledge of content.
* Maintains lesson plans as required by school policy.
* Assigns reasonable tasks and homework to students.
* Participates in professional development opportunities and applies the concepts to classroom and school activities.

**Acts in a professional manner and assumes responsibility for the total school program, its safety and good order**

* Takes precautions to protect records, equipment, materials, and facilities.
* Assumes responsibility for supervising students in out-of-class settings.
* Demonstrates appropriate personal contact while in performance of school duties.

Other duties and responsibilities prescribed by local school or system.

**HOBBIES**

* Reading books on diverse subjects ,follows Encyclopedia
* Surfing the internet to find information on various topics.
* Listening to music.

**SKILLS**

* Ability to clarify doubts,Good Communication,Fluent in English
* Great knowledge on subject,manage students as well during examination.

**Job Seeker First Name / CV No: 1801260**

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