**RESUME**

**SHALINI**

(Dubai, U.A.E.)

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**CAREER OBJECTIVE**:

To utilize my skills and abilities in the field of Chemistry and to ensure growth in my knowledge and continuous learning through initiation, motivation, and hard work.

**PROFESSIANAL PROFILE:**

* Working as **Academic Head** in a reputed institute in **Dubai (U.A.E.)** from August-2016, handling all the academic activities along with teaching Chemistry to IIT JEE & NEET aspirants (CBSE & IGCSE curriculum).
* Worked as Associate Professor in Chemistry Department from May-2011 to August-2016 in **Fiitjee Ltd.** *(South Delhi Centre)* students got selected in ***IITs, DTU, NITs****.*
* Taught in **Kaizen Classes,** for medical exam preparation for 6 months in 2009.
* Worked as Assistant Professor in Chemistry Department of **SRM University** from July-2009 to May-2011.
* Worked as Guest lecturer for 3 years in **K.L.D.A.V. Degree College Roorkee Uttarakhand** (Sessions 2006-2009).

**COER COMPITANCEY:**

* Strategic, organized and have strong work ethics.
* Flexible, quick witted and willing to learn new things.
* Interactive teaching pattern that encourages student participation and enthusiasm.
* Leadership qualities which enable me to accomplish projects within time line.

**WORK EXPERIENCE:**

**Instiutue , Dubai U. A. E.(2016-Present)-**

* Supervising all the academic activities as time table prepration, periodic class tests, coordination of all test with school tests.
* Communicating with parents and students time to time to meet the academic requirmnet and to understand the need of individual student.
* Supervising the prepration of study material of Physics ,Mathametics, Biology along with Chemistry, for foundation level (Grade 9 & 10 ) & Advanced level (Grade 11 & 12 ) in the Institute,for systematic,error free and efficient work completion.
* Conducting Meeting with all the faculties on weekly basis for improvising the quality of teaching & overall development.
* Teaching Grade 10, 11 & 12 of different curriculum covering entire of school syllabus and building up their foundation for advance level so that they get prepared for any relevant competitive exam.

**Fiitjee Ltd South Delhi. India (2011-2016)-**

* Taught in Pinnacle program (Integrated School Program) which prepares students for IITJEE and CBSE Board exams simultaneously.
* Taught in class room program for *weekend or after school class* which gave me the efficiency to complete the entire syllabus in minimum time frame.
* Prepared papers for AITS (National level exam) and various common tests.
* Recorded lectures and solved question for OITS program.

**Kaizen Classes, Roorkee India (2009)-**

* Worked as Core Chemistry teacher and taught competition batches for Pre-Medical test.
* Taught designed question module which covered the entire topic within 3 months as Crash Course revision.

**SRM University Delhi-NCR India (2009-2011)-**

* Taught Chemistry to B. Tech First Year Students.
* Worked as Exam Coordinator and conducted all the internal and External Examination of University.
* Coordinated International Science Conference on *GREEN CHEMISTRY*, which included Paper Calling and Paper and Posture presentations.

**K.L.D.A.V. Degree College Roorkee India (2006-2009)-**

* Taught B.Sc. Student, provided the conceptual knowledge of the entire topic and telling the elaborated way of writing in 20 marks questions.
* Taught M.Sc. Students, emphasizing on organic name reaction.
* Taken Several Labs of B.Sc. and M.Sc. students consisting of Organic and Inorganic Preparations, Basic Analytical Chemistry, also coordinated Laboratory Examination of Degree College students.

**EDUCATIONAL QUALIFICATION:**

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| --- | --- | --- | --- | --- |
|  **Course** | **Institution** |  **Board/** **University** | **Year of Passing** |  **Grade/****Percentage** |
| D. Phil (Soil Chemistry) | Jaipur National University -Rajasthan | Jaipur National University -Rajasthan |  **------** | **Submissoin in 2017** |
| M.Phil. (Organic Chemistry) | C.D.L.U. University Sirsa –Haryana | C.D.L.U. University Sirsa –Haryana |  **2007** | **B** |
| M.Sc. (Organic Chemistry) | K.L.D.A.V  Degree College, Roorkee | H.N.B. GarhwalUniv, Srinagar | **2005** | **61.3%** |
|  B.Sc.(Chemistry, Botany, Zoology) | S.S.D.P.C.Degree College,Roorkee |  C.C.S. University, Meerut | **2003** | **66.3%** |
|  Intermediate | AryaKanya Inter College Roorkee | U.P. Board | **2000** | **56.6%** |
| High School | AryaKanya Inter College Roorkee | U.P. Board. | **1998** | **63.6%** |

**PERSONAL DETAILS:**

Date of Birth : 30-12-1982

Marital Status : Single

Nationality : Indian

I hereby confirm that the information given in the resume is true to the best of my knowledge. In case any error or omission is found later I shall be liable for the consequences arising from these including my termination.