C U R R I C U L U M V I T A E

Mrs. Jayashree

Jayashree.366653@2freemail.com

**PGT Trained Senior Secondary Teacher with 25 years experience in Schools of CBSE & IGCSE STREAM**

**Presentable with good communications skills,**

### Career Objective

Seeking a challenging and lively Career in the field of Education in various Schools (India & UAE) where my enthusiasm and conceptual skills could be utilized and contributed to the schools

**Work Experience**

* **Meccademia Educational Institute, Dubai – (May 2015 to November 2016)**

**Entrance coaching for – NEET/ AIIMS/ SAT**

**Worked as Biology faculty member /Senior Biology teacher coaching students for MBBS Entrance examinations- NEET/JIPMER/ NEET /SAT/ OLYMPIAD and CBSE classes**

* **M/s Al Ain Juniors School, Al-Ain – (Apr.1999 – Apr.2015)**
* Worked as H O D of Science Department
* The School belongs to AJ group.
* The School has both Indian (CBSE) & British (IGCSE) Systems.

**Job responsibilities include:**

* + Preparation of Lesson Plans
	+ Head of Science Department -In charge Science Department (CBSE system and British system)
	+ Follow up Subordinates work- checking lesson plans, guiding /Model teacher, class observations, Book monitoring,
	+ Curriculum Mapping /Curriculum construction,
	+ Organizing Science Exhibitions

- Guiding students Environmental or Eco club activities, actively served

 as the Quiz Coordinator in the school guiding for Inter School

 competitions and organizing

* + Participated in various workshops/ seminars in UAE & Doha, Qatar
	+ Served as Assistant superintendent (invigilators) for CBSE Board Examination and also as External examiner of Biology practical examination.
	+ Proven record of 100% results in Biology.
	+ Presented workshops in the school.
* **M/s Pakistan Private Management School. – (Apr 1995 – March 1999) Federal Board of Islamabad.**

Worked as Sr.Secondary Biology Teacher

* **M/s.NES(NPS) , CHENNAI, India** **- ( 1992- 1994)-CBSE ,India**

- Worked as Sr. Secondary Biology Teacher,

 - 2 Years in two State Board Schools, Chennai.

- 1 Year in a Coaching Centre for MBBS/IAS Entrance.

* Faculty Member in Alpha Career Academy, Chennai
* Training Students for MBBS Entrance Examinations
* IAS Coaching for Botany & Biology as main subjects)

 (AIIMS, PMT-DELHI, AFMC-PUNE, CMC-VELLORE, JIPMER, EMCET-A.P.)

### Computer Skills

* Microsoft Office – MS word, Excel

### Linguistic Ability

* English, Tamil (Fluent in Speaking, Reading and Writing).
* Malayalam and Hindi (speaking)

### Academic Qualifications

* B.Ed – Annamalai University
* Junior Research fellowship - University of Delhi – Department of Botany,
* Registered for direct Ph.D –PL 480 project – Micropropagation of forest trees

 M.Sc Botany from Presidency College (University of Madras) 1987

 B.Sc Botany Major (allied - Chemistry & Zoology) S.D.N.B.Vaishnav College.

### Personal Details

# Nationality : Indian

Date of Birth : 31/05/1965

# Sex : Female

# Religion : Hindu

Marital Status : Married

Visa Status : Visit Visa (10.7.2017)

Notice Period : 1 Month

Salary Expected: Negotiable

### Personal Skills

* Timely thought and meticulous planning in all sectors of responsibility.
* Take initiatives and drive comprehensive problem solving abilities.
* Ability to work in close Co-operation and harmony with others.
* Good interpersonal skills.

### Declaration

I certify that the aforementioned information is correct and complete to the best of my knowledge.