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| **Sonia**  [**Sonia.368006@2freemail.com**](mailto:Sonia.368006@2freemail.com) | C:\Users\JaneMonteiro\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Untitled-4(1).jpg |

* Dynamic, enthusiastic and highly driven professional offering valuable experience, skills and attributes for a strong career foundation in Office Administration and Human Resource Management Support.
* Capable of administrative work.
* Develop periodic reports for management.
* Capable of multi-tasking, prioritizing, performing well under pressure, maintaining strict confidentiality of records, coordinating with third parties and surpassing performance parameters.
* Able to work as part of team and having the proven ability to successfully work to tight schedules and deadlines.
* Excelled in the teaching domain demonstrating expertise in creating simulative and interactive learning environment and encouraging participation and individual contribution.
* Proficient in organizing guest lectures, workshop and demonstrations which provide high quality education and training to students / employees.
* Eager to deliver and contribute towards business growth by learning and blending into a professional workforce, equipped with knowledge, practical skills and motivation to carry out tasks to achieve full potential

**STRENGTHS**

* Strong Academic Orientation
* Excellent Analytical skills
* Module/Course design
* Handle Pressure with Ease and Efficiency
* General Administration
* Up to date maintenance of records
* Administration work at the office level
* Student Management
* Teaching/ Research
* Highly Trustworthy, Ethical and Discrete
* Excellent Communication Skills
* Proactive, Versatile, Performance-driven
* High Sense of Commitment with Strong Team Spirit
* Proficiency in Handling Administrative Functions
* Front-Office management

# WORK EXPERIENCE

**Chemistry teacher for Grade 11 and Grade12 at** St. Agnes P. U. College, India **June 2011 – March 2014**

**Asst Teacher** at Ryan Private School, Mussafah, AbuDhabi **Nov 2014- Sept 2016**

## PROVEN JOB ROLE

**Administration**

* Carry out administrative duties efficiently including correspondence, bookkeeping and customer relations.
* Handle multiple priorities, meet deadlines and follow up critical issues.
* Up to date maintenance of teaching and administrative records.
* Open, sort and deliver incoming correspondences including fax and email. Read and analyze incoming memos, present reports to find out its significance on various concerns and plan distribution to appointed unit.
* Preserver proper records of incoming and outgoing correspondence; file documents systematically, keep all assigned files up to date and up hold confidentiality thereof.
* Collect and organize all information as requested by the senior authorities.
* Help in preparing documents, briefing papers, reports and presentations.
* Coordinate with various groups within the organization to provide accurate, efficient and committed office work support in completing daily activities. Serve focal person between staff and department heads.
* Interpersonal relations and communication skills
* Setting Target and problem solving.

# Human Resource Management Support

* + Help, manage important functions such as hiring, recruiting, training, development, recordkeeping etc.
  + Work with management executives in developing new programs and services related to employee management.
  + Consult with practice managers regarding, absenteeism, changes in work settings, employee motivation, recognition and other employee-related aspects.
  + Propose and develop set of rules that would monitor discipline.
  + Help identify training and development needs within organization through job analysis, appraisal schemes and regular consultation with Human resource department.
  + Offer specific training to junior staff to help them improve, maintain or learn new skills as well as to address company training needs. Supervise and render guidance to junior staff, trainees and volunteers.
  + Review procedures and suggest revisions to heighten efficiency of operations in a particular practice.
* **Lecturing/ Teaching**

**St Agnes P.U.College**

* Prepared objectives and outlines for courses of study and assisted in developing curriculum.
* Conducted laboratory experiments for students *on Systematic qualitative analysis of simple inorganic salts, Determination of boiling point and melting point.*
* *Chemical kinetics, Chemical balance, Preparation of standard solution and titration*.
* *Preparation of acetanilide and P-nitro acetanilide, lyophilic and lyophobic sols, Heat of neutralization and heat of solution.*
* Topics taught for Grade 11 students –*structure of atom, classification of elements, chemical bonding and molecular structure, states of matter, chemical thermodynamics, red-ox reactions, s- and p block elements, basic principles of organic chemistry, hydrocarbons.*
* Topics taught for Grade12 students-*solid state, solutions, electrochemistry, chemical kinetics, surface chemistry, general principals and processes of isolation of elements.*
* Prepared objectives and outlines for courses of study and also homework assignments and handouts and assisted in developing curriculum.
* Planned, evaluated and revised curriculum, course content and course materials and methods of instruction.
* Adapted teaching methods and instructional materials to meet students’ varying needs and interests.
* Conducted laboratory experiments for students.
* Compiled, administrated and graded examinations.
* Evaluated and graded students’ class work, assignments and papers.
* Maintained complete and correct student records as required by laws and administrative regulations.
* Established and enforced rules for behavior and procedures for maintaining order among students.
* Supported individual students inside and outside classroom to enable them to fully participate in activities.
* Maintained regularly scheduled office hours to advise and assist students.
* Fostered educational and social development of students under the direction and guidance of Head of the Department.
* Implementation of educational programs.

**Ryan Private School, Mussafah, Abu Dhabi**

* Taught subjects like Science, Math ,Computers, Art and Craft
* Maintained a record of students grades and attendance
* Reinforcing lessons by tutoring individual student and holding group discussions.
* Helped to develop programs of learning activities and adapting appropriate materials.
* Assisting with marks and correcting work.
* Attended meetings and reviews and helped in school events, trips and activities.
* Adapted various teaching methods and materials to meet students needs.

# ACHIEVEMENTS

* Completed project work on “**Cooling Water Analysis”** in **Mangalore Chemical Fertilizers (MCF)**
* Parameters used: pH, Turbidity, Conductivity, Alkalinity, Total hardness, Ca-hardness, Mg-hardness, Total iron Sulphate, Total Solids, Total dissolved solids, Suspended solids, Silica, Chloride.
* Participated in one day state level seminar on **“Trends in Drug Development and Nanotechnology”** at St.Aloysius College Mangalore, India
* Participated in one day intercollegiate seminar on **“Green Chemistry-for a better world”** organized at St Agnes College Mangalore, India.
* Participated in International workshop on **“Applications of Nanotechnology to Energy, Environment and Biotechnology**” at St Aloysius College Mangalore

## EDUCATION

**Master of Science – Analytical Chemistry 2011 percentage-74.2**

St Aloysius College, Mangalore –India

**Bachelor of Science (PCM)**

St. Aloysius College, Mangalore –India **2009 percentage-73.62**

**COMPUTER KNOWLEDGE**

* Knowing Office package: MS Word, MS PowerPoint and Excel

## REFERENCES

Available upon request