**FARHAN**

**E-mai**l:**farhan-393854@2freemail.com**

**Seeking assignments in Teaching / Academic Administration with an organisation of high repute**

***PERSONAL DOSSIER***

Date of Birth: 11/11/1989

Languages Known: English and Hindi

No. of Dependents: 1

Gender: Male

Driving License: Available

Notice Period: Immiediate

Industry Preference: Teaching

Present Address: Mumbai, India

***PROFESSIONAL SNAPSHOT***

* Dedicated, resourceful and innovative education professional with extensive experience in management, teaching and administration of academic activities.
* Exceptional expertise in strategic planning, curriculum and program development and creating favorable learning environments for students.
* Experienced in meeting the needs of students and creating a stimulating and challenging learning environment, conducive to the highest level of achievement with emphasis on technology aided learning.
* Skilled in using aids (Math lab, smart board etc.) to give concrete idea of the concepts to the students besides providing relevant information and advice to management
* Hands-on experience in instructing students on mathematics in classroom setting, internet or video conferences, prepare instructional support through material, instructional media and supplementary material.
* Adept at developing tests, quizzes and homework in print with availability for download on the web
* Demonstrated strength by successfully collaborating with principal and colleagues with deployment of district mathematics initiatives, evaluate students, assign grades, add grades to school databases and document in completions.
* Brilliant communication, organizational and interpersonal skills with demonstrated ability to establish meaningful partnerships with community education institutions.

***AREAS OF EXPOSURE***

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| --- | --- | --- |
| Educational Administration | Planning & Program Development | Curriculum Design |
| Assessment & Evaluation | Classroom Management | Student-Centered Instruction |
| Parent & Community Relations | Liaison & Coordination | People & Resource Management |
| Discipline Management | Presentation | Student Evaluation / Assessment |

***EMPLOYMENT SCAN***

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| --- | --- | --- |
|  (XI & XII) | Mathemetics Teacher | Apr’18 – till date |
|  | Mathemetics Teacher | Apr’18 – till date |
| (ICSE & CBSE) XI & XII (Science & Commerce) |  |  |
|  (ICSE & CBSE) XI & XII | Mathemetics Teacher | Apr’17 – till date |
|  |  |  |

***KEY DELIVERABLES***

**As Math Teacher**

* Offering after-school tutoring to aid struggling students to improve their academic performance
* Creating comprehensive lesson plans incorporating various methods of teaching to ensure pupils are actively engaged and understanding the materials
* Actively instructing students, creating lesson plans, assigning and correcting homework, managing students in the classroom, communicating with parents and helping students to prepare for standardized testing.
* Guiding students to prepare for school entry exams, bestowing students with arithmetic and problem-solving skills
* Assisting the head in handling all academy affairs
* Successfully planning & executing curriculum.
* Proficiently individualizing student’s assessment system, strategic planning and systems implementation
* Mentoring staff and students for better performance
* Designing appropriate instruction programs for continuous assessment, communicating learner’s progress twice a term to the parents.
* Planning and executing overall co-curricular activities and conducting class assembly twice in a month
* Enabling students to achieve success in various competitive examinations at all levels viz. state, national & international as a Mentor.
* Setting school library and resources, preparing academic planner and course outline for all subjects
* Participating in student-teacher conferences, meetings, and professional development seminars

**As Admin-in-charge**

* Conducting test series and scheduling timely updates to the Parents/Guardian
* Skillfully serving as a substitute and instructing students throughout different sections starting from 8th to 12th grade for mathematics
* Implementing planned lessons in a refreshing and stimulating manner so as to facilitate all styles of learning and promote active class participation
* Handling candidates, tendering documentation with related procurement.
* Arranging meetings by scheduling appropriate meeting times, planning workshops and seminars
* Managing correspondence by answering emails and sorting mail
* Assisting in planning and arranging events, including organizing catering
* Interacting with directors and carrying out their requests
* Creating agendas, taking meeting notes and assisting in purchase orders.

**Previous Assignments**

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| --- | --- | --- |
| Manav Tutorials (ICSE & CBSE) XI & XII (Science) | Mathematics Teacher | Dec’13 – Apr’17 |
| Nayak’s tutorials (SSC, ICSE & CBSE) | Mathematics Teacher (Freelancer) | Apr’15 – Mar’17 |
| Saraswati Coaching Classes – XI & XII (Science) | Mathematics Teacher (Freelancer) | Apr’16 – Mar’18 |
| Nucleus Classes (SSC, ICSE & CBSE) | Admin In-Charge | Apr’09 – Mar’14 |
| **ACADEMICS** |  |  |
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* Bachelor of Education from South West University in 2009
* Masters of Science (Mathematics) from Vishva Vidyapeeth University in 2015
* Bachelors in Science in Information Technology from Global Open University in 2013

**IT SKILLS**

MS Office, Windows & Internet Applications

**References Available on Request**