**Gulfjobseeker.com CV No:** **882960**

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To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**CAREER OBJECTIVE**

Seeking a position as an administrator or PG Teacher in the organization that offers me a constructive workplace and consistently positive atmosphere wherein I can utilize my inert qualitative abilities and past experience to promote the philosophy and goals of the institute.

**PROFILE OF QUALIFICATIONS**

* A forward thinking and much experienced academic administrator and committed teacher with more than 10 years of experience at leading academic institutions.
* Flexible with strong team-working skills, able to work individually or as part of a group
* Possessing excellent administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment.
* Comprehensible understanding of the common problems faced by students while learning biological science.
* In-depth knowledge and understanding of the underlying principles of the subject and its relevancy to other domains.
* Ability to maintain a good relationship with students as well as parents
* Superb proficiency at computer aided teaching and research tools and the web search engines.

**EDUCATIONAL QULAILIFICATIONS**

* **Bachelor of Science in biology** from University of Kashmir, Jammu & Kashmir, India
* **Master of Science** **in applied biological science** from the University of Mysore, Mysore, Karnataka, India (2002)

**TECHNICAL SKILLS**

* Good knowledge of computer programs
* Efficient in Excel, Word and PowerPoint

**PROFESSIONAL WORK EXPERIENCE**

1. **Siddiqia Public School (Faleh- e- Aam Trust), Gund Brath Sopore, J&K-India**

Vice Principal (Oct 2008-Feb 2012)

**Responsibilities**

* To help the Principal to coordinate, direct and plan the academic or auxiliary activities of the school
* To review and approve or recommend modifications to new or existing programs and then submit their proposals to the school board.
* To prepare or oversee the maintenance of attendance records, personnel reports, planning and other activities
* To meet with staff and parents to discuss policies, educational activities and a students learning or behavioral problems and to provides counsel and guidance to students regarding academic, personal, behavioral or vocational issues, along with enforcing attendance and discipline
1. **High Land Public School, Kanispora, Baramulla, J&K, India.**

PGT in Biology (Aug 2005-Aug 2008)

**Responsibilities**

* Providing study material to the students and guiding them for using that material
* Arranging lectures for students on biology subject and offering them additional knowledge of the subject
* Organizing the competition for students and providing them the necessary equipments
* Preparing the lessons according to the needs of students
* Arranging the tests for students for being efficient in the subject
* Discussing with students and clarifying their doubts regarding the study work
1. **Eagle English Medium Public High School, Bomai, Sopore, Baramulla, J&K, India.**

Biology Teacher (July 2002 – July 2005).

**Responsibilities**

* Conducted scheduled lectures and practical sessions
* Designed regular and special tests as per the prescribed syllabi
* Assigning the study work to the students and helping them to solve the problems regarding the work
* Providing a healthy atmosphere for better results in the teaching process
* Participating with students in a discussion so that they can state their problems as well as update their knowledge
* Advising the students regarding study related issues and thus making them proficient in the subject
* Motivating students, evaluating their performances, and providing them a concrete feedback
* Worked as the Guest Editor in bringing out the school magazine “The Little Buds”.