**Curriculum Vitae**

**Name: Salma**

**E-mail** : salma.379996@2freemail.com

**Summary:**

Secondary school teacher with 3 years experience teaching English and Social-studies to students from grades 5-10.Dedicated, ambitious and goal-driven experience in high school settings. Documented success in providing activities and materials that engage and develop the students intellectually, through understanding of implementing the use of information technology in lesson preparation.

**Work Experience:**

**Lexicon Global School – Mumbai - (June 2015 to April 2018)**

**English and Social Studies Teacher – Secondary Section (5th to 10th grades)**

**Responsibilities:**

* Facilitated activities that developed students’ physical, emotional and social growth.
* Encouraged students to be understanding with others.
* Participated in ongoing staff training sessions.
* Organized parent-teacher meeting to maximize student learning opportunities and develop forward- thinking plans to correct ongoing issues.
* Assigned lessons and corrected home works.
* Conducted various co-curricular activities.
* Worked with an average of 50 students per class.

**Education:**

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| --- | --- | --- | --- |
| **Degree** | **%/Class** | **Year** | **Institute** |
| B.Ed (bachelors in Education)Specialization- English & Economics | **\_\_** | Currently Pursuing | A.G.S College of EducationMumbai University |
| Masters in CommerceSpecialization in Management | 74.5% | 2016 | Narsee Monjee College of Commerce& EconomicsMumbai University |
| Bachelor inManagement Studies  | 73.66% | 2013 | Wilson CollegeMumbai University |
| H.S.C | 82.00% | 2010 | Vartak college of science & commerce.Maharashtra Board |
| S.S.C | 73.23% | 2008 | Maharashtra English High SchoolMaharashtra Board |

**Computer Literacy:**

Knowledge of MicrosoftExcel, Word, Power Point & user friendly softwares.

**Skills & Competencies:**

Excellent Communication skills,hard working, good teaming up ability, organizing and planning, tolerant.

**Personal Details:**

**Name:** Salma

**Gender:** Female**.**

**Nationality:** Indian

**Marital Status:** Married

**Languages known:** English, Hindi, Gujarati, Marathi.

**Notice Period:** Can join on immediate basis.