**Saima Qureshi**

**B-4/102 Unitech Unihomes**

**Sector 117 Noida**

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**7982170718**

**Education Counselor**

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

**Skills**

* Ability to work with children of different aptitude and skills.
* Excellent communication skills and ability to mix with children effortlessly.
* Ability to create an effective teaching method for the children.
* Ability to interact with the children effectively so they can learn quickly i.e. rhyming games, storytelling, etc.
* Ability to motivate the children, so that they will consider themselves a special personality.
* Quick Learner, Positive Attitude, Leadership Skills, Flexible.

**Professional Experience**

**1. PGT (Physics) Teacher at Y.P.S (Yadu Public School)-August 2019-April 2021-**

**Key Responsibilities:**

* Extensive experience teaching physics to [high school students](https://www.resumeok.com/high-school-student-resume-sample/)
* An outgoing, dynamic, and fun personality and teaching style
* Excellent [public relations](https://www.resumeok.com/public-relationship-specialist-resume-samples/) skills, communication skills, and interpersonal skills
* Experience as advisor to various student-run clubs
* Experience and strong desire to incorporate a multicultural curriculum
* Experience and knowledge in teaching effectively to accommodate various learning styles

**2. Education Officer at St.Paul HSS ,Khandwa(M.P) -April 15-June 17.**

To motivate the learners to develop their ability and aspiration to learn and help the students to apply knowledge Practically.

**Key Responsibilities :**

* Plan, prepare and deliver instructional activities that facilitate active learning experiences.
* Develop schemes of work and lesson plans.
* Establish and communicate clear objectives for all learning activities.
* Prepare classroom for class activities
* Provide a variety of learning materials and resources for use in educational activities.
* Instruct and monitor students in the use of learning materials and equipment.
* Observe and evaluate student's performance and development.
* Assign and grade class work, homework, tests and assignments.
* Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
* Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.

**Educational Qualification**

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| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **Subjects/specialization** | **Percentage** | **Passing Year** |
| **B.ED** | DAVV Bhopal | All Subjects | 83% | 2021 |
| **B.E** | RGPV University Bhopal | B.E in Electronics & Communication | 83 % | 2014 |
| **12th** | Ujjain Public School, Ujjain(M.P) | Physics ,Chemistry ,Mathematics¸ English | 80 % | 2009 |
| **10th** | Ujjain Public School, Ujjain(M.P | Mathematics , Science, Social Science , English | 90.2 % | 2007 |

**Achievements**

* Participated in Training Session on AI & Machine Learning conducted by CBSE Board.
* Engineering Examination Gate(2013) cleared .
* Secured third position in district level merit list in 10th board exam.
* Received certificate of academic excellence from renounced institutes.

**Declaration:**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief

**Saima Qureshi**