



Ms. Shabnum

Mob: 8003336345

Sec-95, Gurgaon

Overall work Exp: 13+ years

Work Experience:

PRESENTLY- *Working with Euro International School, sector-51 as PGT English*

I wish to hold a key position in an organization so as to contribute to its success with my skills and abilities.

JOB PROFILE:

- Taking English of Grade- 9, 10 & 11
- Drafting Circular and messages for Parents
- Preparing write ups for Facebook and other social platform
- Conducting Activities and stage shows

Previously:

1. Institution ----- Suraj group of schools, Gurgaon, C.B.S.E Affiliated

Designation: -----Academic Coordinator and English Language (March 2022-2023)

Responsibilities:---- Organized various activities, events and celebrations, activity calendar, Member of Interview panel, Administration related tasks, admissions related issues, Deft in preparing timetable, Observed academic Planners, syllabus bifurcation and Teacher's Diary, Evaluated teachers, Coordinated with the head-office and reported about the performance, Prepared teachers report on the basis of results, Planning and implementing of policies, Responsible for settling new admissions and allotting classes and sections, Prepared write up of events for Facebook and other social platforms, Contributed to selection of books and curriculum development at school, Held and lead regular departmental meetings and ensured the keeping of minutes, Monitored the notebooks and maintained Notebook Observation Record.

2. Institution ----- Ramagya School, Noida, C.B.S.E Affiliated

Designation: -----English teacher and Interbranch Academic Coordinator (2019 to 2022).

Responsibilities: ----- Interbranch Academic Incharge, Taken care of Academics of 3 branches
Timetable -Incharge, LogIQids Incharge, Part of Newsletter team,
Coordination with sub branches, Random Notebook checking of other branches as well, syllabus bifurcation and observation, Weekly report of teachers, results, exams, English Teacher & so on

3. Institution ----- Mount Litera Zee School, Alwar C.B.S.E Affiliated

Designation: - TGT English & Academic Coordinator. (2017 to 2019)

Responsibilities----- Co-ordinated Class Curriculum, Observed Planners and Teacher's Diary.
Organized, arranged and coordinated meetings, Allotted duties to the staff members, prepared Agendas for them for the smooth functioning of the school. Dealt with the queries of existing & new parents. English language teacher for Grade 6, 7 & 8, Organized Internal Events.

Institution -----RPS School, Rewari C.B.S.E. affiliated

Designation: Language Teacher, English coordinator (2012-2016)

Responsibilities: - Taken care of SST & English Dept. House mentor, Notes crosschecking, Activities planning, single point for problem solving of parents, allotting duties to teachers during activities, conducting house activities

4. Institution -----Pathfinder Global school, Kosli

Designation - PRT English (2010 –2012)

Responsibilities: - - English Teacher, Olympiad Incharge, Worked for handwriting, Vocabulary, Assembly Incharge

Educational Qualification:

<i>Class</i>	<i>Board/University</i>	<i>Year of passing</i>	<i>Subjects Studied</i>
10th	HBSE	2003	English, Hindi, Math, Science, Sanskrit & Social Sci.
12th	HBSE	2005	Hindi, Pol. Science, Sanskrit, Geography & English
B.A.	MD University (Rohtak)	2008	Geography, Sanskrit & English
B.Ed	MD University (Rohtak)	2012	English & Social Science
M.A.	Dr. B.R.A. U	2014	English
M.ED	I.G University, Meerpur		Pursuing

Personal Details:

Email: shabnamkhurana@gmail.com

Marital Status: Married

Children: 01 [Son class 1]

DOB: 21-05-1987

Nationality: Indian

Religion: Hindu

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