

SURABHI GARG

DLF phase 5, Gurugram-122003

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JOB OBJECTIVE

To pursue a career that promises growth, continuous up- gradation of knowledge, opportunity to implement my knowledge and skills in conjunction with educational goals and objectives.

PROFESSIONAL SYNOPSIS

- Worked as **PGT commerce - CAIE** (IGCSE , AS & A level) Business Studies and Economics at **The Ardee School, Gurugram** from August 2020 till date.
- Worked as **PGT commerce - CAIE** (IGCSE , AS & A level) Economics/ Business Studies at **Alliance World School, Noida** from February 2019 till February 2021.
- Worked as **Faculty associate** at **IMI, Kolkata** from November 2017 till May 2018.
- Worked as **International Marketing & Business service co-ordinator** at **Saluja Exports Ltd , Gurgaon** from August 2012 till May 2016.
- Worked as **Assistant Manager** at **Yes Bank Ltd (Zonal office), Gurgaon** from July 2010 till June 2012.
- Worked as **Assistant Manager** at **IndusInd Bank Ltd (Branch), New Delhi** from December 2005 till June 2010.

ACADEMIC QUALIFICATION

- **M.A(Economics)** from CCS University(2019-2021).
- **B.Ed (Commerce &Economics)** from CRSU (2017-2019).
- Gold Medallist in **MIB (Masters in International Business)** with **79.12%** from IMS Ghaziabad (2003-05).
- **BCA(Bachelor in Computer Application)** with **77.2%** from IMIT Hapur (2000-03).
- 10+2(Commerce with Maths) with **75.2%** from Delhi Public School, Vidyut Nagar (1999-2000).
- 10th with **75%** from Delhi Public School, Vidyut Nagar (1997-98).

WORK EXPERIENCE

The Ardee School, Gurugram - from August 2020 till date

Assignments:

- PGT - CAIE – **Business /Economics** - IGCSE/ AS & A Level.
- In charge of **CSR program** of the school.
- Worked **collaboratively and communicated effectively** with students, administrators, teachers, parents and community members in order to ensure student success.
- Served as an **integral part of the educational team**, consistently developing and improving on teaching expertise while maximizing the learning experience for students.
- Maintained a **positive and invested attitude** toward academic direction and progress of students, and the goals, objectives, and **mission of the school**.

Alliance World School, Noida - from January 2019 till February 2020

Assignments:

- PGT - CAIE – Economics/ Business Studies for IGCSE/ AS & A Level.
- In charge of **exam cell and time table**.
- Well versed with **CAIE /AP exams** conduction.

IMI, Kolkata - from November 2017 till May 2018

Assignments:

- **Assisting professors** in preparing and designing course material, quiz and exam papers.
- **CGP assessment**, evaluating classroom discussions and presentations and overall grading of M.B.A students.
- Assisting editorial team in research and development of various monthly journals.
- Familiar with the general administrative environment at educational Institutes.

SALUJA EXPORTS LTD, Gurugram - from August 2012 till May 2016

Assignments:

- Acted as a **liaison point to interact with cross-functional teams in different business units, stakeholder management, customers and vendors.**
- Sound understanding of all aspects of business requirements, **Material & Merchandise management** in most **cost-effective** manner and **compiling reports** related to product information, sales forecast, cost & revenue analysis and quarterly budget plans.
- Possess excellent **communication, interpersonal, people management**, and analytic skills.

Achievement:

Have handled Order execution planning and sampling for clients like **Walmart, BBB, Sainsbury.**

YES BANK LTD, Gurugram - from July 2010 till June 2012

Assignments:

- Responsible for general banking operations of the **Northern Operations Centre.**
- Good team management **experience leading a team of more than forty members.**
- Assessment of **training requirements and annual appraisals** of the team members.

Achievement:

- Received **certificate for detecting fraudulent transactions** in time.

INDUSIND BANK LTD, New Delhi - from Dec 2005 till Jun 2010

Assignments:

- Responsible for Branch **administration & overall in charge** for timely customer service delivery & error free operations.
- Wide **knowledge of retail banking operations** and associated regulations.
- Meeting and developing relationships with retail /corporate clients.

PERSONAL INFORMATION

- Gender : Female
- Nationality : Indian
- Languages Known : Hindi, English

REFERENCES

1. **Ms Neera Kanojia**

Cambridge Head

The Summer Fields School, New Delhi

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