**Madhu Rao**

**Contact No. +91-9999193675**

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**Sec-10 A Gurugram**

**PERSONAL SUMMARY**

**An experienced, enthusiastic and focused teacher who is committed to safeguarding and promoting the education and well-being of children and young people at all times. Madhu is passionate about giving young children the best possible education in life, and enjoys working in a busy environment and relishes the challenge of managing a diverse workload. Always engaged in continuous learning in order to broaden her knowledge and experience, she is confident, passionate and enthusiastic about working with children. Madhu is currently looking for a challenging teaching role that is only limited by the candidates drive and ambition**

**CAREER SUMMARY**

* **Persuing Ph.D (Botany nanotechnology)** from NIMS University Jaipur.
* M.Sc. from Kurukshetra University
* B.Sc. from MDU Rohtak
* B.ED form MDU ,Rohtak.
* 10+ years of successful career in Education sector.
* Certified health and fitness coach .
* ***Administrative Duties:*** 
  + **Working as a Coordinator of primary wing and middle wing (5yrs), in Royal Public School, Gurugram.**
  + **Working as PGT biology (3yrs).**
  + **Worked as TGT science (5yrs).**
  + **Worked as Centre Superintendent in CBSE Board Exams in ROYAL PUBLC SR. SEC. SCHOOL Dec-2021.**
  + **Head of Disciplinary Committee and Cultural Committee.**

**CAREER HISTORY**

***Royal Public Sr. Sec. School, Gurgaon*.**

**PGT Biology**

**Responsible for planning effective lessons and preparing resources which have clear teaching aims, objectives and learning outcomes. Also in charge of advising and co- operating with the Head-teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements. *Responsibilities***

* Currently working as a HOD (science ) coordinator middle wing and primary wing.
* Teaching the fundamentals of Biology through more practical methods of teaching i.e. Case Study, Class room group discussions and brainstorming, Peer tutoring, Quiz etc.
* Interacting with students and helping them solve their problems.
* Providing guidance and advice to students on educational and social matters.

* **Liaising with the parents or guardians of students for giving informative, helpful and accurate reports on a student’s progress.**
* **Updating records of and reports on the personal and social needs of students.**
* **Organising and supporting a range of extra-curricular activities.**
* **Planning, preparing and reviewing the school curriculum with other staff.**

**KEY SKILLS AND COMPETENCIES**

# Teaching attributes

* Able to create a vibrant and effective learning environment.
* Familiar with a variety of approaches to teaching pupils.
* Having the ability to motivate and earn the respect of student
* Using homework to consolidate and extend learning and encourage pupils to take responsibility for their own learning

**AREAS OF EXPERTISE**

**Classroom organisation, Resource management, Pupil motivation Pupil discipline**

**Curriculum planning Policy implementation Planning activities Diversity issues Classroom management.**

**Time table management**

**Curriculum manager**

**CERTIFICATION**

**Certified health and fitness coach from infs.**

**HOBBIES and INTERESTS**

**Reading motivational books , creative writing, gymnastics, calisthenics, exploring new places.**

**PERSONAL DETAILS**

**DOB : 22/12/1989**

**Fathers Name : Balbeer Singh Yadav**

**Gender : Female**

**Nationality : Indian**

**Language Known: English & Hindi**

**Date**

**Place (MADHU RAO)**