

Aarti

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About me

A dynamic and goal oriented professional with 3+ years of experience as Subject matter expert - Biology. Hardworking and passionate for Content creation and editing, focus on achieving success and increased productivity. Dedicated leader with demonstrated ability to train, manage and motivate team members to achieve organization all objectives.

PROFESSIONAL SKILLS AND EXPERTISE

- ✓ Ability to work both independently and collaboratively within a team environment
 - ✓ Understanding assignments and handling project independently
 - ✓ Strong sense of teamwork
 - ✓ Strong Communication, Excellent coordination, Interpersonal Skills & Organizational Skills
 - ✓ Proofreading academic content
 - ✓ Experienced and good conceptual knowledge of my subject
 - ✓ Working Knowledge of Microsoft PowerPoint and MS Excel
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PERSONAL EXPERIENCE

SUBJECT MATTER EXPERT- BIOLOGY - MTG Learning Media – July 2022 – Present

- Create well-researched high-quality content for Board books and NEET
- Proofreading and verification of academic content
- Review existing content for further improvement and enhancement
- Assist the team lead and keeping the eye on new updates.
- Create and update preparatory articles, practice questions and study materials tailored for medical entrance exams such as NEET, KCET, MHTCET and other relevant exams.
- Paper analysis and solution writing.
- Achieve the target assigned.

SME - BIOLOGY - PCMB solutions (Embibe) – July 2021 – June 2022

- Thoroughly proofread the study materials.
- Check for spellings, grammar, and academics.
- Research for the information regarding unclear content.
- Conducted training for new SMEs.

STRENGTHS

- **Dedicated and Service Oriented**
 - **Problem Solving & Attention to detail**
 - **Strategic Thinker**
 - **Self Motivated and Positive**
 - **Time management**
 - **Firm Decision Making**
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EDUCATION

B.Ed.	76%	MDU, Rohtak	- 2023
M.Sc. Genetics	70%	MDU, Rohtak	- 2021
B.Sc. (Hons)	73.3%	Ramjas College, University of Delhi	- 2018
Intermediate	90%	CBSE	- 2015
High School	85.5%	CBSE	- 2013

- Merit Certificate for securing **highest marks in Biology in class 12th**(CBSE).
 - Merit Certificate for securing **highest marks in Physics in class 12th**(CBSE).
 - Worked with **UMEED- A drop of hope (NGO)** to educate underprivileged children.
 - Attended national workshop on“Medicinal botany and drug discovery” at University of Delhi
 - Participation in national seminar on “Data analysis and interpretation in scientific research” organized by Department of genetics, MDU.
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OTHER DETAILS

DOB - 5th June, 1997

Interests - Playing Badminton, Cycling.