CURRICULUM VITAE



**Fathima Mohammad**

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# Profile Summery:-

Working as Business Development Associate in NxtWave Technology. Worked as

a Math facilitator at Nalanda educational institutions and Sri Chaitanya

International Olympiad school Combined Experience of Inside Sale Representative

& teaching.

# Current Work Experience:-

**Company** : NxtWave Disruptive Technologies Pvt Ltd (Pinscale Pvt Ltd)

**Date of Joining** : 29th January 2022 to till Date

**Post** : Business Development Associate

# Previous Work Experience:-

**Company** : Vedantu

**Experience** : 7 Months & 10 Days

**Date of Joining** : 21st March 2020

**End Date** : 31st January 2021

**Post** : Maths Tutor

# Previous Work Experience:-

**Company** :Nalanda School Andhara Pradesh.

**Experience** : 2 Years

**Date of Joining** :9th April 2018

**End Date** :8th March 2020

**Post** : Teacher

# Previous Work Experience:-

**Company** :Sri Chaitanya School

## Experience : 2 Year & 8Months

**Date of Joining** :25th June 2015

**End Date** :7th September 2018.

**Post** :Teacher

# Current Job Profile:-

* Guiding students with their career decisions
* Addressing all queries regarding NxtWave courses for potential learners and help them make a decision faster.
* Interacting with direct candidate and their parents
* Acting as a mentor & guide and being a source of career advice for potential learners.
* Counseling learning prospects, offering career advice and providing a sense of how CCBP 4.0 Programs can accelerate their career.
* Establishing the effectiveness and uniqueness of CCBP 4.0 Programs.
* Taking responsibility for the entire sales closing life cycle for assigned leads. Phone/video calls, product demonstration, sales closing, and post-sales relationship management fall under this category.
* Maintaining a detailed database of all the interactions with the leads and providing constant feedback on the quality of the leads to the respective team.
* Carrying weekly revenue and enrollment targets.
* Generating leads from assigned data. Registering candidate and parents for online session.
* Ensuring and organizing smooth webinars online and also helping Candidates in understanding the program in detail and helping them clarity on questions.
* Giving whole training of product to the new joined employees so working as Team leader also.
* Taking interviews of candidate who are applied for job

# Previous Job Profile:-

* Effective doubt solving through practical demonstrations in session doubts via doubts Chat Panel.
* Planning, preparing & presenting lessons/topics for the sessions.
* Helping students learn and understand new concepts and complete assignments.
* Developing educational content such as notes and quizzes.
* Assigning activities to facilitate students' consolidation of learning material.
* Work one-on-one with students to help them understand and master the concepts behind various math topics.
* Responsible for providing academic math tutoring services, guiding and assisting students with homework, problem solving and test preparation.

# Previous Job Profile:-

* Assigning homework, grading tests, documenting progress and keeping up with parent communication.
* Planning, preparing & presenting lessons/topics for the sessions.
* Helping students learn and understand new concepts and complete assignments.
* Developing educational content such as notes and quizzes.
* Work one-on-one with students to help them understand and master the concepts behind various math topics.
* Responsible for providing academic math tutoring services, guiding and assisting students with homework, problem solving and test preparation.
* Developing curriculum and lesson plans, and present those lessons to their students, individually or in groups.
* Tracking the progress of students and create reports to inform parents about their progress.
* Responsible for maintaining a safe and respectful classroom environment in order to optimize student capabilities and develop their love of learning.
* Developing curriculum to meet developmental goals and instructional activities
* Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students
* Exercise open and respectful communication with families, co-workers, supervisors, and other school staff
* Measure progress and accomplishments of students towards their academic achievements on a regular basis and provide progress reports as required
* Attend conferences and workshops in order to further advance professional development
* Manage student behaviour in accordance with outlined guidelines
* Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus

# Educational Qualification:-

## Master Of Computer Application (MCA) - Andhra University, Vizag, AP

## Year Of Passing - 2009

Percentile - 70%

Major Subjects: Computers

## Bachelor Of Science (B.Sc) – Andhra University, Vizag, AP

## Year Of Passing - 2006

Percentile - 64%

Major Subjects: Maths

* **Intermediate** – Board Of Intermediate, AP

## Year Of Passing - 2003

Percentile - 84%

Major Subjects: Maths, Physics and Chemistry.

* **Secondary School Certificate (S.S.C) -** Board Of Secondary School Of Education, AP

## Year Of Passing - 2001

Percentile - 74%

# Technical Qualification:-

# Operating Systems - Windows 95/98/2000/XP.

# Languages C, C++, .Net

# Databases Sql Server, Oracle 9i, Ms-Access.

# Scripting Language HTML

# GUI Developer 6i

# Non Technical Skills:-

Leadership Qualities, Punctuality, Team support, Good listening skills, Hardworking, Motivating, Selling, Counseling, Multitasking, Teaching

# Achivements:-

* Achieved Highest Revenue through Sales more than 50, 00,000/- in a period of Six months in NxtWave Technologies.
* Recognized as the best Career Advisor for ensuring and organizing smooth Webinars online, also helped candidates in understanding the program in detail and Helping them clarity on questions.

# Personal Information:-

**Name** :Md.Fathima

**Date of Birth** :3rd August 1985.

**Sex** :Female.

**Current Address** : **TF1, park view apartments,**

**Suresh Nagar,kakinada**

**Marital Status** :Married

**Nationality** :Indian

**Language** :English, Hindi, and Telugu.