

BINDU

(Msc. Chemistry)

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Personal Profile Summary

An enthusiast and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a chemistry lecturer. Having the ability to provide support for multiple concurrent priorities, I am able to establish, maintain and develop effective working relationships with colleagues, teachers, senior management and students too. I possess a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems. On the technical side, I am able to accurately prepare lecture plans of highest standards, syllabus completion plans, schedules. I am having overall two and half years experience & currently working as Chemistry lecturer in Education Society. Currently looking for a suitable position with an ambitious institute where I can work with teaching experts and people by whom I will improve my skills and experience to make a real difference to my future.

Professional Experience

Shaheed Amar Singh School, Bilaspur (Gurgaon)

April' 20 to Present

School Profile- Established in 1999, affiliated to CBSE, Delhi since 2003 up to Senior Secondary level.

Position Held	:	PGT- Chemistry
Location	:	Bilaspur, Gurgaon (Haryana)

Roles & Responsibilities-

Creating lesson plans, preparing and delivering lectures, creating and supervising laboratory activities for students, evaluating student performance, maintaining classroom records, meeting with parents, teachers and other professionals and participating in campus events. Depending upon the expectations of the employing school, additional research, supervisory or organizational duties

Duties while working in Shaheed Amar Singh School, Bilaspur (Gurgaon)-

- ✚ Providing educational and social guidance to students and/or signposting them to specialist areas of advice when needed.
- ✚ Ensuring the highest standards of quality and applying the most up-to-date teaching methods.
- ✚ Taking part in opportunities to boost your own learning and continuous professional development (CPD).
- ✚ Attending and taking part in staff meetings to support the smooth running and administration of the school.
- ✚ Collaborating with parents, careers, guardians, support workers, and other professionals to safeguard and ensure the educational welfare of statement students who may have special educational needs (SEN).

School Profile- Since its establishment, the school is on its way to progress day by day. At present they are going to complete 40 years with better achievements and it has on its rules more than two thousand students.

Position Held : PGT- Chemistry
Location : Gangsar Jaito (Punjab)

Roles & Responsibilities-

Prepare and deliver lectures to students on topics such as organic chemistry, analytical chemistry, and chemical separation. Supervise students' laboratory work. Evaluate and grade students' class work, laboratory performance, assignments, and papers. Compile administration and grade examinations. Maintain student attendance records, grades and other required records. Prepare course materials such as syllabi, homework assignments, and handouts. Maintain regularly scheduled office hours in order to advise and assist students. Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction. Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional competitions. Initiate, facilitate, and moderate classroom discussions.

Duties while working in Saraswati Senior Secondary School (Jaito, Punjab)-

- ✚ Handled classes on subjects relating to chemical and physical properties and compositional changes of substances Part of new pilot project to introduce new technology into the classroom for a better learning experience
- ✚ Promoted student engagement by using a broad range of teaching techniques and methods in order to inspire and motivate learning
- ✚ Created and implemented daily lessons on standard chemistry topics
- ✚ Developed a healthy and fun learning environment for the students in the classroom
- ✚ Acted as team coach for several interschool chemistry contests and supervised students involved in similar events Offered after-school tutoring for students who were having trouble keeping up in class

CMS Public School, Bhagta Bhai Ka (Punjab)**April' 17 to March' 18**

School Profile- CMS Public School is located in Bhagta Bhaika District Bathinda. Affiliated to CBSE New Delhi, vide No 1630948.

Position Held : TGT-Science
Location : Bhagta Bhai Ka (Punjab)

Roles & Responsibilities-

Select and obtain materials and supplies such as textbooks and laboratory equipment. Advise students on academic and vocational curricula, and on career issues. Collaborate with colleagues to address teaching and research issues. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues. Perform administrative duties such as serving as a department head. Act as advisers to student organizations. Participate in campus and community events.

Duties while working in CMS Public School (Bhagta Bhai Ka, Punjab)-

- ✚ Supervised students as they performed laboratory experiments; prepared and evaluated their laboratory assignments
- ✚ Kept up to date with the latest developments in the field of Chemistry
- ✚ Participated and contributed in the selection of materials and supplies for theoretical and practical curriculum
- ✚ Coordinated with colleagues from other Science Departments for experiments, projects, curriculum enhancement, and lesson design
- ✚ Provided instructions utilizing various methods including lectures, discussions, audio-visual presentations, and a multitude of other techniques
- ✚ Provided feedback to students and parents on academic performance and progress
- ✚ Created and fostered a positive learning environment
- ✚ Carried out instructional activities for meaningful and comprehensive learning
- ✚ Encouraged lively give-and-take discussions

Academic Qualifications

COURSE	SPECIALIZATION	Name of University/Board	%age of Marks
M.Sc.	Chemistry	Punjabi University, Patiala	84.00%
B.Ed.	Education	Punjabi University, Patiala	85.00%
B.Sc.	Non-Medical	Punjab University, Chandigarh	82.00%
SSC	Non-Medical	Punjab School Education Board, Mohali	89.00%
HSC	All-Subjects	Punjab School Education Board, Mohali	86.00%

Key Skills and Competencies

- ✚ Extensive hands-on experience in the practice of Chemistry and solid grasp of its theories
- ✚ Comprehensive knowledge and understanding of the subject to create, execute, and analyze student assessments
- ✚ Outstanding ability to bring about and maintain high academic standards
- ✚ Ability to work closely and collaboratively with the school administration
- ✚ Exceptional leadership qualities and amazing ability to maintain order in the classroom
- ✚ Proficiency in a wide range of teaching methods and techniques
- ✚ In-depth knowledge and experience in developing unique lesson plans suited to any number of students with special needs
- ✚ Superb organizational and time management skills
- ✚ Unquenchable passion and drive to succeed
- ✚ First-rate interpersonal and communication skills to maintain great relationships with colleagues and student

PROFFESIONAL ATTRIBUTES

- ✚ Analyze lab reports of various acidic and basic solutions.
- ✚ Assess Environmental Impact and Risks
- ✚ High organizational and supervisory skills
- ✚ Critical Thinking and Decision Making qualities

- ✚ Identify Possible Improvements and Leadership qualities
- ✚ Technical writing on various chemistry topics

PERSONAL SKILLS & ATTRIBUTES

- ✚ Good communication, planning & organizing skills
- ✚ Highly developed numeracy and computer literacy skills
- ✚ Self-motivator and ability to motivate others
- ✚ Able to make good Practical, methodical and accurate judgments
- ✚ Keeping up to date with industry best practice
- ✚ Able to work on own initiative as well as being a team player.
- ✚ Awareness about ethical issues

Training and Certifications

- ✚ Passed Central Teacher Eligibility Test (CTET) with 92/150
- ✚ Passed State Teacher Eligibility Test (PTET) with 100/150
- ✚ Got inspire Scholarship from DST, New Delhi during B.Sc.

Extra Curriculum Activities

- ✚ Attend and organize seminar on **“Use of Nanotechnology for treatment of lung Cancer”**.
- ✚ Participated in various Science Model making Competitions at college level.

Career Statement

To obtain a post as a chemistry teacher at a reputable educational institution with a solid chemistry department, and to continue enhancing my skills in teaching students the fundamentals of the subject as well to devote my time to promoting the importance of science to today's youth.

Personal Details

Husband's Name	:	Mr. Rahul Sharma
Date of Birth	:	27 th December 1993
UIDAI	:	4237-1276-6400
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	Hindi, Punjabi & English
Present Address	:	#235/20 Shanti Nagar, Near Sham Sweets Sector-11, Gurugram (Haryana)-122001
Permanent Address	:	#B-1/1424, Near Bawa Public School Street No.1 (Left) Prem Nagar Kotkapura (Faridkot)-151204