

# Curriculum Vitae



**DR. AFSHAN SAYED**

## SKILLS

- ✓ Microsoft Office
- ✓ Designing High Productivity Ecosystem
- ✓ Answer-writing
- ✓ Excellent Linguistic and Communication Skills
- ✓ Excellent Inter-personal Skills
- ✓ Breaking down complex issues into simple—doable targets and solving them
- ✓ Advocate of WIN-WIN Situations for all stakeholders



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## CAREER OBJECTIVES



- To be a part of an Institution that brings together the best interests of all stakeholders, ensuring efficiency and highest quality of service.
- To work with 100% efficiency, dedication, enthusiasm, hard work, optimism, patience and perseverance.
- To put in maximum effort on improving the knowledge level and learning standards of the students, reaching out to as many beneficiaries as possible, to build trust and confidence amongst the teachers and student community, thus creating a positive loop of goodwill, learning, high grades and success.

# Educational Background



Sr. No.	Education	College / School	University / Board	Marks (%)
1	Masters in TEFL/TESOL	International College of Teachers and Trainers	AP ICT Education, London, UK	Pursuing
2	ICTT Virtual Teaching, Design and Delivery – Certificate Course	International College of Teachers and Trainers	AP ICT Education, London, UK	Pursuing
3	Bachelor of Dental Surgery (B.D.S) in 2012	D.A.P.M R.V Dental College, Bengaluru	Rajiv Gandhi University of Health Sciences, Karnataka	64.40%
4	12 <sup>th</sup> Board, 2007	St. Xavier's High School, Surat	Gujarat Higher Secondary Education Board	75.60%
5	10 <sup>th</sup> Board, 2005	New Model High School, Udhna, Surat	Gujarat Secondary Education Board	88.57%

## Non-Degree



➤ After graduating as a Dental Surgeon in 2012, I studied and strengthened my concepts, for working as a Zoology faculty in Coaching Institutes for pre-medical entrance examinations. I got selected in Aakash Institute. However, I started preparing for Indian Administrative Service (IAS) examinations conducted by UPSC. Despite failures, the journey was very constructive and transformative for me. Because, studying such vast range of topics in an extensive manner, on a daily basis, I learned working on analytical study of various subjects, starting from basic level as NCERT's from class 6<sup>th</sup> to 12<sup>th</sup> and inter-linking the basic information with current affairs on a regular basis. This helped holistic understanding of concepts and made me even more inclined to get ahead with Writing and language-oriented jobs.

➤ **TEACHING & WRITING EXPERIENCE:** In need-based circumstances, I have taught students ranging from 6-7<sup>th</sup> class to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Boards, especially conducting doubt-solving sessions, explaining tough topics in a lucid way and discussing questions and answer-writing in the most “marks-fetching” manner.

➤ **MY IDEA:** My Idea of fetching marks in education or getting customers in the real world, has been through use of powerful words, use of graphic methods and easy to understand but fluent and formal language.

## Achievements and Participation



### Academic / Curricular achievements

- Gold Medalist in College (General Medicine)
- Silver Medalist in University (D.A.D.H)
- Gold Medal for results in 10<sup>th</sup> Board examination, from Kathoria Sunni Vohra Samaj, Surat, Gujarat
- Felicitation from School for being a Topper in 10<sup>th</sup>

### Extra- curricular achievements

- 15 Medals and 75+ certificates of merit in various sports and cultural competitions, painting, martial arts, etc.

### Active Participation

- Certificate for Poster Presentation at International Dental Conference of Oral Pathologists, Chennai, in 2010
- While being posted in Dept. of Community Dentistry, We conducted 6 rural dental camps in a period of 40 days, where I was the Student Camp-In-Charge, alongside the Faculty heading the Camp.
- Attended work-shop on self-help and personal development conducted by the Landmark Forum.

## Qualities / Expertise



Reasoning skills, Problem-solving and taking remedial measures on urgent basis, focused on continuous growth and improvements, Creative Designing, Highly focused on Efficiency and Learning Outcomes, Teamwork, Delegation of Responsibilities based on capacity, Detail-oriented, Fast Learner

## Areas of Interest / Hobbies



Promoting best options to the recipient—in every field of my knowledge, working on Memorizing techniques, Drawing- Painting and using Art as a medium to make studying fun and holistic, Health and Fitness, Reading (mainly self-help books), researching for in-depth understanding of topics, knowing about people, foods, lifestyle and places.

## Personal Details



***DOB:*** 12<sup>th</sup> March, 1989  
***Nationality:*** Indian  
***Gender:*** Female  
***Marital Status:*** Single  
***Languages known:*** English, Urdu, Hindi in various dialects, Gujarati.