

Sarita Manoj Kumar

Hyderabad, India

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PGT Chemistry Teacher

5+ years of experience as PGT Chemistry teacher. Looking to work at a challenging position with an organization which help me to grow in a professional and friendly ambience and where I can utilize my skills and strengths towards the achievement of company's goals and objectives. Further, I want to prove myself an asset for the organization.

Educational Qualification:

B. Ed @ Bhilai Nair Samajam College, Bhilai - Year 2011
M.Sc Chemistry @ Pt. Ravi Shankar Shukla University, Raipur - Year: 2010
B.Sc @ Govt. College of Science, Raipur
INTERMEDIATE @ C.G.Board
HIGH SCHOOL @ C.G.Board

Employment Experience:

Organization: Jyoti Higher Secondary English Medium School [C.B.S.E Affiliated]
Department : Chemistry Dept
Designation : Lecturer
Duration : 2011 to 2017

Responsibilities

- o Teaching Chemistry subject for students from 14-17 years old.
- o Assisting pupils in meeting grade targets.
- o Working alongside my colleagues to provide consistent education for students.
- o Regularly performing experiments and teaching students how to replicate the experiments under safe conditions.
- o Stressed the importance of answering in fully developed responses to improve writing skills and effectively communicate understanding of physical concepts.
- o Emphasized chemistry concept mastery to excel in problem solving skills.
- o Led laboratory experiences and emphasized formal lab report writing.
- o Writing and marking examination papers.
- o Responsible for making booklets and work sheets for my students to work on.
- o Making homework and quizzes and test weekly.
- o Contributing to extra-curricular activities in department.
- o Educating students on the health and safety regulations in lab.
- o Offered after-school tutoring for students who were having trouble keeping up in class
- o Maintained students' attendance records, performance reports, and other necessary documents.
- o Supervised students as they performed laboratory experiments; prepared and evaluated their laboratory assignments
- o Prepared course materials and handouts and helped students learn chemical analysis
- o Learning myself with the latest developments in the world of chemistry
- o Participated and contributed in the selection of materials and supplies for theoretical and practical curriculum
- o Provided feedback to students and parents on academic performance and progress
- o Offered after-school tutoring for students who were having trouble keeping up in class

Professional Strength:

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

Core Competencies

- o Teaching
- o Managing Students
- o Educational Leadership

Extracurricular Activities:

Actively participated in Sports and Cultural programs and whenever got an opportunity, participated in social service and social awareness programs.

PERSONAL DETAILS:

Name : Mrs. Sarita manoj kumar
 Date of Birth : 02.07.1987
 Language known : English, Hindi, Malayalam
 Marital Status : Married