



SEENAM KAUSHIK

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12 years of rich & extensive experience in School and coaching institutes Teaching, Educational Assessment, Classroom Presentation and Student Relations Actively involved in supervising / managing operational planning and development, directing the day-to-day academic and associated operations of the school. Experience of facilitating / coaching students by using interactive discussions & 'hands-on' approach to help students learn and apply concepts in subjects Possesses excellent communication and presentation skills with demonstrated abilities in mentoring motivated teams towards achieving organizational goals.

Professional Career Objectives:-

I am a bright educated, throughout First Division self-made career oriented lady with high aims and standards in life. well-mannered and immaculately groomed. I am a post graduate from M D University with a First Division in Chemistry. I have 12 years long teaching experience in various schools and institutes, having focused on Secondary and Higher Secondary Classes. I excel in Inductive reasoning with a study ability to create a liking for my subject. I also have excellent reading and writing skills combined with strong social, analytical and bilingual communication skills. I have worked successfully both as a team member and a leader and am totally committed and self-motivated with high ethical standards. I have in addition to Teaching being given additional responsibility for coordinating all co-curricular activities, administration and all sorts of cultural activities in all institutes I have worked in. I am supremely confident to take on as lecturer in any college of repute. I am constantly in touch with my specialized subjects & keep updating about anything related to chemistry.

Work Experience

- Currently working with **Modern Delhi International School Sector 87 Faridabad(Delhi) India**
- **As PGT Chemistry in General Raj School, Hauz Khas, Delhi from Aug. 2015 to January 2020.**
- As PGT Chemistry in Vidya Mandir Public School Sector-15 A Faridabad from April 2014 to Aug. 2015.
- As PGT Chemistry in Gita Convent School Sector-16 Faridabad from Oct.2012 to March 2014.
- PGT Chemistry in Tarun Niketan Public School Faridabad July 2010-Mar.2012.

Career Achievements:-

- I have been successfully integrating various facets of instructions to give a wholesome easily understandable base for students.
- I have also restructured class room policy to reflect my creative management style of consensus building.
- The lesson plans which I submit every fortnight to our Director has been much appreciated both due to its design, content and implementation.
- I have single handedly handled additional responsibilities of administration, co - curricular activities and cultural activities in all institutes

Educational Qualification:-

- M.Sc. (Organic Chemistry)
- B.Ed
- B.Sc.

Computer knowledge:-

- Basic Computer Knowledge (Word , Excel) Internet and Email

Strength:-

- Analytical skills
- Perception & ability to stay focused on students
- Determination & passion for Research work
- Quick Learning to students

Personal Details:-

- Language Proficiency: English, Hindi
- Marital Status: Married

Place: India

(Seenam Kaushik)