Sarita Manoj Kumar

Hyderabad, India *Mob: 9993937727 / 7330842096*

saritak1987@gmail.com

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:

1.Organization: Jyoti Higher Secondary English Medium School [C.B.S.E Affiliated]
Department : Chemistry Dept
Designation : Lecturer
Duration : 2011 to 2017
2.Organization: Shakuntala Vidyalaya [C.B.S.E Affiliated]
Department : Chemistry Dept
Designation : Lecturer
Duration : 2019 to 2020
3.Organization: Vichakshan Jain Vidyapeeth [C.B.S.E Affiliated]
Department : Chemistry Dept
Designation : Lecturer
Duration : currently working

Responsibilities

- Teaching Chemistry subject for students from 14-17 years old.
- Assisting pupils in meeting grade targets.
- Working alongside my colleagues to provide consistent education for students.
- Regularly performing experiments and teaching students how to replicate the experiments under safe conditions.
- Stressed the importance of answering in fully developed responses to improve writing skills and effectively communicate understanding of physical concepts.
- Emphasized chemistry concept mastery to excel in problem solving skills.
- Led laboratory experiences and emphasized formal lab report writing.
- Writing and marking examination papers.
- Responsible for making booklets and work sheets for my students to work on.
- Making homework and quizzes and test weekly.
- Contributing to extra-curricular activities in department.
- Educating students on the health and safety regulations in lab.

- Offered after-school tutoring for students who were having trouble keeping up in class
- Maintained students' attendance records, performance reports, and other necessary documents.
- Supervised students as they performed laboratory experiments; prepared and evaluated their laboratory assignments
- Prepared course materials and handouts and helped students learn chemical analysis
- Learning myself with the latest developments in the world of chemistry
- Participated and contributed in the selection of materials and supplies for theoretical and practical curriculum
- Provided feedback to students and parents on academic performance and progress
- Offered after-school tutoring for students who were having trouble keeping up in class

Professional Strength:

- 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 students.

Core Competencies

- Teaching
- Managing Students
- 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