

MOMIN UNEZA MOHAMMAD MUKHTAR

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Personal Particulars:

Date of Birth: 12-Jun-1983 | Nationality: Indian | Gender: Female

Passport Number: T4650488

Permanent/Present Address: 75, B-6, Amin Tower, 2nd Floor, Bhoiwada, Jasim Compound, Bhiwandi, Maharashtra, India – 421302

SUMMARY

- A multifaceted and dedicated **Teacher** with more than **12 years** of enriching experience in chemistry, program & learning management, lesson planning, learning & development, student coordination across Education Management domain
- Adept at delivering lectures, planning lessons, developing curriculum, selecting students, designing assessments, and moderating assessments for students of various age-groups
- Hands-on experience in reviewing candidates' knowledge and providing constructive feedback to enhance their knowledge
- Leverages expertise in developing assessments and organising events & practical classes for better knowledge transfer to students and ensuring a good understanding of the subject
- Efficient in liaising with professionals, colleagues, & students regularly to identify problem areas and guide them by devising innovative methods of learning to focus on continuous improvement

SKILL SET

- Chemistry Concepts
- Education Management
- Lesson Planning
- Learning & Development
- Student Coordination
- Curriculum Development
- Mentoring
- Assessment Development
- Classroom Administration
- Value Education
- Performance Assessments
- Educational Technology
- Study Material Preparation
- Standardized Test Preparation
- Course Assessment

WORK EXPERIENCE

Chemistry Teacher	KMES English Medium Junior College, India	Jul 2013 – Present
Chemistry Teacher	B. N. N. College, India	Jul 2012 - Apr 2013
Chemistry Teacher	Samadiya High School & Junior College, India	Jul 2007 - Mar 2010

Overall Key Deliverables

- Operating as a State Board Examiner for both theory & practical examinations and Coordinator for Medical & Engineer Entrance Examinations
- Teaching chemistry to students of grades 11 & 12 to help them understand the concepts of chemistry and develop an interest in the subject
- Expertise in Chemistry for high-school grades and teaching students as per the curriculum
- Planning & delivering lessons according to progress in lectures
- Conducting periodic tests and assessing examination papers & assignments
- Recognising and planning innovative & effective methods of learning to inculcate the same in curriculum and guide students
- Preparing for the class by reviewing them & completing the activities inculcated in the curriculum in advance, to answer all questions/doubts posed by the students
- Supporting & guiding the students to help them learn the fundamental concepts of the subjects
- Evaluating the progress & welfare of students and supporting them to better understand the curriculum & gain knowledge
- Functioning as an invigilator in Maulana Azad Urdu National University to ensure that all policies & procedures are complied with during examinations
- Providing advanced lectures for scholars to help them gain more knowledge about the subject
- Assisting in laboratory management with caution to ensure that all equipment is properly relocated and handled with care
- Organising experts audio & visual lectures for students to help gain their attention towards the subject

ACCOMPLISHMENTS

- Accomplished the award for achieving 100% result in Chemistry, 2015 & 2019

EDUCATION

- Bachelor of Education, Maulana Azad National Urdu University, 2009
- Master of Science in Organic Chemistry, Mumbai University, 2006
- Bachelor of Science in Chemistry, Mumbai University, 2004

Training:

- Attended a one-day teachers training program, National High School & Kalyan College, 2019
 - Contributed to the one-day paper syllabus upgradation program, Satish Pradhan Danyanasadhna College, 2017
 - Participated in a 3-day workshop on the upgraded syllabus of Chemistry for Class 12, Al-Noor Junior College, 2012
 - Attended a one-day teachers training program, Association of Head of Urdu High School, 2008
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