

## ARVEEN KAUR

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### ACADEMICIAN with around 7 years of experience

#### EXECUTIVE SUMMARY

- Seasoned, competent and highly organized individual, committed to professional development and acquisition of continual knowledge. Key competencies in structuring and implementing innovative teaching/ research methodologies to generate undivided commitment & dedication among the students/ staff.
- Currently associated with **Mata Gujri Public School, Delhi as Upper Primary Teacher (Classes: 6<sup>th</sup>– 10<sup>th</sup>)**
- High level of initiative in curriculum related as well as extra-curricular areas, developing student-centered, congenial learning techniques to instill enthusiasm in students with emphasis on value education to foster their development to their utmost potential
- In-depth knowledge of General Science at middle level, Biology at senior level and modes of course delivery adaptable to a variety of learning style
- Highly diligent and resourceful professional with excellent analytical and communication skills
- An active participant to several seminars, workshops and staff meetings

Curriculum  
Designing

Teaching

Student  
Management

Discipline  
Management

Examination  
Coordinator

Assistant  
Librarian

Assistant  
Administrator

House  
Warden

#### CAREER CONTOUR

**Since Jul 2012 with Mata Gujri Public School, Delhi as Upper Primary Teacher (Classes: 6<sup>th</sup>– 10<sup>th</sup>)**

*Mata Gujri Public School is centrally located in South Delhi in a congenial and pollution free environs with beautiful gardens. Mata Gujri Public School was established in the year 1991 under the aegis of Mata Gujri Educational Society. It is co-educational English Medium, Senior Secondary School with excellent academic standards.*

#### Key Result Areas

##### Strategy Planning:

- Imparting leadership to teaching and administrative staff ensuring high quality of teaching
- Monitoring the work of pre-primary segment teachers and accordingly guiding them to make their work more presentable and teaching more effective
- Reviewing the preset educational goals, objectives, and classroom instructional programs, establishing academic and other performance objectives
- Planning the Blueprint of science formative and summative assessment for the middle segment

##### Teaching Operations:

- Managing classroom coverage of assigned subjects as per academic curriculum to students
- Worked as **Examination In-charge** of the middle and senior segment
- Assisting PGT Teacher in conducting XII Class CBSE practical examination (Biology)
- Administering school admissions, student fee concession, designing school newsletter and selecting books for last 5 academic sessions.
- Working as an **Assistant Librarian** for middle segment
- Exploring and implementing new teaching techniques and advising students for their professional and personal developments while resolving and counseling them on their grievances and issues
- Preparing and implementing Remedial Programs for students requiring extra help
- Drafting Syllabus of science for middle segment of the school and delineating the Science bulletin board as and when required
- Discussing and implementing syllabus, commensurate with the standard and the council
- Vast experience of working as a teacher of various subjects including Computer, General Knowledge, Divinity and Value Education
- Recognized for managing several inter school events like badminton tournament and Gurbani Kirtan competition

#### Highlights

- Received a letter of appreciation from the Principal for achieving Best Result in Middle Wing (Session 2016-17)
- Efficiently worked as the House Warden for 2018-19 and as Class 7<sup>th</sup> In-charge for all the Sections for 2017-18
- Undertook the responsibility as the Examination In-charge of the middle and senior segment

- Organized Science Master Mind Contest and also worked as the In-charge of various clubs for S.U.P.W like Environment Club, Calligraphy Club, Eco Club, Science Club and Interactive Club
- Conducted Science Olympiad organized by TERI
- Received award for being the Best Silent Performer by the Principal

#### **Since Aug 2018 with Various Publishers, Delhi as Content Writer (Classes – 3 to 8)**

##### **Accountabilities**

- Working as a part of the team as Content Writer for Science and Environmental science innovative workbooks for various private publishers as a **freelancer**
- Drafting subjective or objective worksheets depending upon the requirement
- Assisting the Consultant Editor to finalize the content of the worksheets

#### **May 2017 – Jun 2017 with Qubit Information Systems, NOIDA as Part Time Work**

##### **Accountabilities**

- Performed data extraction and analysis of US School Data using MS Excel
- Rectified and re-wrote data before sending it to the Employer

#### **Apr 2015 – Apr 2016 with A.V.T.E India Pvt. Ltd., Delhi as Science Teacher (Tutor – Classes 6<sup>th</sup> – 8<sup>th</sup>)**

*This institute was established in 1988 and has produced wonderful results each year due to its highly professional style of coaching and lots of satisfied students are a true testimony of its success*

##### **Accountabilities**

- Taught class of 50 students from various reputed schools of Delhi like Birla Vidya Niketan, DPS, Summer Fields, Kendriya Vidyalaya and Amity International
- Worked as an Editor of the books authored by Director of A.V.T.E for the classes till class 3rd and involved in its publishing
- Prepared question paper sets, conducted weekly and monthly exams as well as maintained academic records for their assessment
- Collected information and prepared finest study material for the students
- Conducted group discussions amongst students for solving difficult assignments
- Assisted in preparing students for future workforce by introducing new technology and encouraging interactive group-work and problem-solving

#### **ACADEMIC CREDENTIALS**

2014	B.Ed. from Maharishi Dayanand University, Rohtak
2012	B.Sc. (Zoology Hons.) from Acharya Narendra Dev College, Delhi University
2009	12 <sup>th</sup> from Guru Harkrishan Public School, New Delhi, CBSE
2006	10 <sup>th</sup> from Guru Harkrishan Public School, New Delhi, CBSE

#### **ACADEMIC ACCOLADES**

- Received certificate of Recognition for conducting the GREEN Olympiad Examination in the School in 2018-19
- Bagged certificate of participation by Directorate of Education in Zonal Level Science Exhibition 2018-19 for guiding the middle segment students in preparing and displaying models
- Achieved certificate of participation by Directorate of Education in Zonal Level Science Exhibition 2017-18 for guiding the Middle Segment students in preparing and displaying Models
- Received certificate of Appreciation by Directorate of Education for guiding the students for preparing the models for Science Exhibition in 2017
- Certificate of Recognition for conducting the GREEN Olympiad Examination in the School in 2016-17
- Bagged certificate of Participation in Capacity Building Programme on Classroom Management in 2016 by CBSE
- Letter of Appreciation for Best Result in Middle Segment (Session 2016-17)
- Certificate of Appreciation for best Silent Performer in 2016 by the School Principal
- Certificate of Appreciation for guiding the students in preparing the model/project and displaying it successfully during Delhi State level exhibition and project competition 2015 under INSPIRE Award scheme of Department of Science and Technology, Govt. of India.

### TRAININGS UNDERGONE

- ➡ Undertook training in Classroom management conducted by CBSE

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### TECHNICAL SKILLS

MS Word, MS PowerPoint, MS Excel and MS Outlook

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### PERSONAL DOSSIER

**Date of Birth:** 17<sup>th</sup> November 1990  
**Address:** 19 Masjid Lane, Jangpura, Bhogal, New Delhi-110014  
**Languages Known:** English, Hindi and Punjabi  
**Passport Number:** M5481675 (Valid till: 12<sup>th</sup> February 2025)