

RAFIA KHAN

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MIDDLE LEVEL PROFESSIONAL TEACHING / COUNSELLING

Location Preferences: Anywhere in India and abroad

Industry Preferences: Education, Human Resources

- B.Ed. and M.A with 4 years and 9 months of experience in teaching
- Familiarity with the concept of teaching and working with youngsters
- Skilled in delivering lectures in classroom to large number of students
- Ability to solve problems of students and provide them guidance and study resources
- Ability to assist senior lecturers and contribute in modifying college curriculum
- Experience of facilitating/coaching students by using interactive discussions and “hands-on” approaches to help students learn and apply concepts in subjects
- Resourceful in handling administrative activities
- Competent in supervising operational planning & development and directing the students for their personality development

ORGANIZATIONAL EXPERIENCE

Aug 2017 - Till Present: Baba Ghulam Shah Badshah University, Rajouri - Jammu, India

- Working as Teaching Assistant
- Giving lectures to M.Ed. students on Research Methodology
- Coordinator of general activities
- Assisting Senior lecturers in modifying college curriculum and making Examination Patterns

April 2016- Jul 2017: Army Goodwill Public School, Rajouri - Jammu, India

- Worked as TGT Spoken English, taught Social Studies and English subject for 6th to 10th standards students
- Responsible for Language (English) improvement of all students from class 6th to 10th
- Developed new teaching skills and implemented the same in class with good results
- Recognized and nurtured the creative potential of each student and responded to all classroom queries in a spontaneous manner
- Participated in Robotics System Introduction Seminar, In-charge of Robotics Lab
- Responsible for curriculum planning, professional development and the implementation of educational programs as applied to the assigned schools
- Participated in various Social & Educational Development Seminars conducted by Indian Army, Represented AGPS as a guest speaker and delivered speech on **Sustained peace: As a prerequisite for socio economic development in Rajouri**
- Got appreciation and Certificate for “Smart Class”

Aug 2013 –Mar 2016: Little angel’s higher secondary school, Thanamandi, Jammu, India

- In-charge of extracurricular activities in school on Independence Day, republic day and other school activities
- Delivered best result among the schools of the region as administrative and extracurricular activities in charge.

- Prepared time-tables, exercises, questionnaires and assignments for students at various levels
- Participated in curriculum planning, professional development and the implementation of educational programs as applied to the assigned schools
- Monitored conducting of tests & exams
- Involved setting and marking assignment and tests
- Got appreciation and Award for “Best Teacher of the Year’ 2015” on the occasion of Teacher’s Day

ACADEMIC DETAILS

- Pursuing Post Graduate Diploma in Higher Education (**PGDHE**) from IGNOU (2018-19)
- Certificate Course in Guidance (**CIG**) from IGNOU – Jammu (2017-18)
- Bachelor of Education (**B.Ed.**) from University of Jammu (Jammu) in (2012 – 2013)
- Master of Arts (**M.A**) from Aligarh Muslim University in (2011-2012)
- Bachelor of Arts (**B.A**) from University of Jammu (Jammu) in (2007-2010)

COMPUTER PROFICIENCY

- Operating Systems: Windows 10/8/7/XP
- Proficiency: Microsoft Word, Excel, Power point, Internet & Email.
- Diploma in Computer Application: From Industrial Technical Institute, Jammu, India

LANGUAGES KNOWN

- English, Hindi, Urdu & Arabic (Reading and writing)

PERSONALITY

- Punctual, Optimistic & Self Motivated.
- Dedicated for desired goals.
- Excellent leadership quality
- Good management & mentoring skills
- Ability to maintain discipline

PERSONAL DETAILS

- Fathers Name : Late Mr. Khursheed Khan
- Mothers Name : Mrs. Parveen Akhter
- D.o.B : January 15, 1990
- Gender : Female
- Marital Status : Single
- Nationality : Indian
- Permanent Address : Ward Number 04, Thanamandi Rajouri – Jammu (India)
- Passport No. : M9822729

DECLARATION

I hereby solemnly affirm that all the information’s furnished above are true to best of my knowledge and belief.

Rafia Khan: _____

Date: _____