

Mrs Sayyeda Falak
 Mobile – 9015137334,9650777402
 Email: sayyedafalak003@gmail.com
 C 901, Shree Vardhman Mantra, Ansal Essencia
 C Block, Ramgarh, Sector 67, Gurgaon – 122102

Objective:

Enthusiastic, passionate and well-experienced Teacher with great communication skills, loves children and dedicated to teaching; seeks to build a career with your highly-respected educational institution committed to education and the development of fine, well-mannered and productive members of society.

Educational Qualification:

Year of Completion	Course Completed
2021	Bachelors in Education (B.ED) from Kurukshetra University
2011	Post Graduate Diploma in Business Management, from International Management Centre, New Delhi
2009	Bachelor of Business Administration from Birla Institute of Technology, Mesra.
2006	Indian School Certificate from St. Joseph's Convent, West Bengal. (ICSE Board)
2004	Indian Council of Secondary Education from St. Helen's Convent, West Bengal. (ICSE Board)

Courses Currently Pursuing:

- Pursuing M.A. (English).

Technical Knowledge

- MS Word, MS Excel, MS PowerPoint and handling emails.

Teaching Experience (Physical Classes: 2015 to Mid-2020; Online Classes – Mid 2020 till date)

- **BICS Academy (Ashram) – Social Science Faculty; Batch Size – 15 Nos**
 - Teaching Class IX – History, Civics, Geography (CBSE Board).
 - Teaching Class X - History, Civics, Geography (CBSE Board).
 - Teaching Class IX – Economics (CBSE Board).
 - Teaching Class X - Economics (CBSE Board).

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● **BICS Academy (Ashram) – English Faculty; Batch Size – 20 Nos**

- Teaching Class IX – Literature and Language (CBSE Board).
- Teaching Class X – Literature and Language (CBSE Board).

● **BICS Academy (Ashram) – Staff Selection Commission (SSC) English; Batch Size – 15 Nos**

- Teaching English Aptitude to SSC Aspirants.
- Teaching Sentence Formation to SSC Aspirants.
- Teaching Correct Grammar Skills to SSC Aspirants.
- Teaching Comprehension Analysis to SSC Aspirants.
- Teaching Vocabulary – Synonyms, Antonyms and Idioms to SSC Aspirants.

● **BICS Academy (Ashram) – English Learning Course; Batch Size – 20 Nos**

- Teaching Spoken English
- Teaching Sentence Formation
- Teaching Correction in Grammar
- Teaching Pronunciation and Presentation Skills
- Teaching Synonyms, Antonyms and Idioms.

● **Achievements in Teaching Career – BICS Institute (Ashram):**

- Handled Parents- Teacher meeting sessions.
- Managed Counselling Sessions with new students.
- Organized Knowledge Sessions for SSC Aspirants.
- Conducted several English Speaking 1 Day Workshops.

Past Professional - Corporate Experience

- **AMERICAN EXPRESS INDIA PVT.LTD** (October 2012 - December 2015)
- **BARCLAYS SHARED SERVICES** (June 2011- May 2012).

● **PERSONAL DETAILS:**

Husband Name : Mr Wasim Alam Khan
Date of Birth : 31-07-1989.
Nationality : Indian
Languages Known : English, Hindi, Bengali and Nepali.