



MUZAMMIL AKHLAQ

Teaching Operations ~ Student Management

An achievement-driven professional targeting assignments in **Teaching Operations and Education Management in Education Industry** preferably in **Delhi NCR**

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Profile Summary

- **UGC NET & CTET qualified professional with an experience of 1.5 years** and a zeal to make a winning career in **Teaching Operations and Education Management**
- Experience of facilitating/coaching students by using interactive discussions and “hands-on” approach to help students learn and apply concepts in subjects
- Excellent in conducting various student workshops & seminars; providing guidance & support to students regarding academic progress and achieving personal goals
- Proficient in providing overall programmatic leadership in the development, implementation, coordination, assessment and daily administration of the Student Life Program
- Skills in bringing about challenging & innovative teaching / learning atmosphere which empowers the active learner; high-quality student experience, through a comprehensive network of student support & guidance services
- An effective communicator with excellent interpersonal, people management, interpersonal and problem-solving skills

Core Competencies

Teaching Operations
Curriculum Implementation
Learning & Development
Education Management
Classroom Management
Academic Administration
Student Management
Process Improvement
Liaison & Coordination

Academic Details

- **2018:** **M.Ed.** from Jamia Millia Islamia (Central University), Delhi
- **2013:** **M.Sc. (Bioinformatics)** from Jamia Millia Islamia (Central University), Delhi
- **2011:** **B.Ed.** from Maharshi Dayanand University- Rohtak, Haryana
- **2010:** **B.Sc. (Biotechnology)** from CCS University- Meerut
- **Academic Highlights:**
- Qualified UGC NET (National Eligibility Test) in 2019
- Cleared CTET (I & II Paper) –Primary & Upper Primary Level in 2019

Professional Experience

Jan'19- May'19 with TGT Science Syed Abid Hussain Sr. Secondary School, Jamia Millia Islamia, New Delhi

Key Result Areas:

- Prepared lesson plans and educated students at all levels
- Gained experience in assigning homework, grading tests, and documenting progress
- Prepared well each and every aspect of the lesson before delivery
- Interacted with the students to induce curiosity, motivate, and provoke thinking, imagination and application of the concept taught
- Coordinated with the parents & school governors & discussed the progress of the students
- Educated the students regarding the importance of time management, discipline and punctuality
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions & mentored troubled students
- Reviewed numerous classroom assessment methods & techniques; adopted effective tools that are compliant with the educational board

Apr'15- Apr'16 with Krishgen Biosystems, Mumbai as Business Development Executive

Internships

February 2018: M.Ed. Internship Phase -II- Teaching Practice, SCERT, Delhi

December 2017: M.Ed. Internship Phase -I in Department of Curriculum Studies, NCERT, New Delhi

February 2011: B.Ed. Teaching practice in G.A. Quetta DAV School Nizamuddin, New Delhi

Soft Skills



Seminar & Workshops Attended

- **Webinar- School Academic Excellence and Leadership: Challenges & Opportunities** organized by Galgotias University, Greater Noida, Uttar Pradesh
- **Webinar- Academic Publishing & Enhancing Research Effectiveness** organized by Dr. Zakir Hussain Library, Jamia Millia Islamia New Delhi
- **Webinar- Knowledge Generation in Education during Covid -19 Pandemic- Qualitative Research** organized by BTTC, HSNC University & D/o Education University of Mumbai
- **Webinar- National webinar on Academic and Research Integrity** organized by Naharkatiya College & LISPA Assam.
- **Webinar- Art of writing research review/ articles for publishing in peer reviewed journals** organized by IQAC, MES College Erumely, Kerala (May 2020)
- **Webinar- Knowledge generation in education during Covid-19 pandemic** organized by Bombay Teachers Training College & D/o Education, Mumbai (May 2020)
- **Webinar- Covid19- Changing Research Scenario** organized by IQAC & Department of Science, Govt PG Chunar Mirzapur U.P. (May 2020)
- **Webinar- Online Education: challenges and strategies during Covid-19** organized by F/o Science NSCB Govt Girls PG College, Lucknow U.P. (May 2020)
- **Volunteer- The 2016 International Education Conference on Teacher Education: Challenges, Opportunities and Strategies**, Organized by Faculty of Education, Jamia Millia Islamia
- **Workshop on Academic Writing for PG Students by: School of Education** under PMMMNMTT, MHRD GOI, at Jamia Millia Islamia
- **Workshop on Bioinformatics Infrastructure & Frontiers (BIF;'12)**, Organized by DCS, Jamia Millia Islamia (2012)
- **Workshop on Personality Development** Organized by Delhi Minorities commission, Govt. Of N.C.T. Of Delhi (2012)
- **Workshop on "8th Dynamics Day Delhi"** Organized by CIRBSc, Jamia Millia Islamia (2012)
- Participate & Won Semifinal in quest at BIOTIKOS "**Current challenges of Bioinformatics in Biotechnology**" at TERI University (2013)

Published Work

- **Article on "E-content- A step towards Artificial Intelligence"**, Taleem Magazine (2016-18) published by Faculty of Education, Jamia Millia Islamia
- **Article on "Sakaratak Soch"**, Taleem Magazine (2016-18) published by Faculty of Education, Jamia Millia Islamia
- **Abstract on "Micro-array Analysis & Phylogenetic Analysis of Atopic eczema"** published On Poster in National Conference on **Recent Trends in Protein Structural Biology-2013**, organized by CIRBSc, Jamia Millia Islamia

Dissertations & Projects

- **M.Ed. Dissertation:** A study of Perception of Teacher Educators and Student Teachers about E- Content
- **M.Sc. Major Project:** Micro-array Analysis & Phylogenetic Analysis of Atopic eczema

Extracurricular Activities

- Undertook the responsibility as:
 - General Secretary at Post Graduate Educational Association, Department of Educational Studies, Jamia Millia Islamia in 2017-18
 - Student Convener at Placement Committee, Department of Educational Studies, Jamia Millia Islamia in 2017-18
 - Member at Grievance & Redressal Committee, Department of Educational Studies, Jamia Millia Islamia in 2016-18
 - Subject Association Member at Department of Computer Science, Jamia Millia Islamia in 2012- 2013
- Bagged the award for Punctuality award during B.Ed. in 2011
- Completed A- certificate at NCC in 2011
- Participated in ETV Children's Cell Television Program in 2003

Hobbies

- Reading Books
- Surfing
- Playing Cricket
- Watching Movies,
- Travelling.

Personal Details

Date of Birth: 11th June, 1988
Languages Known: English, Hindi & Urdu
Address: H-2/1, Savera Flats, FF, A F Enclave-I, New Delhi-110025, India