

CURRICULUM VITAE

MOHAMMAD RAUF

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OBJECTIVE

To work with full dedication and learn striving to be a value addition to the organization, thus bringing growth with satisfaction.

STRENGTHS

- Punctual, Self-motivated, Enthusiastic, Quick Learner.
- Learn from self and other's experience.
- Ability for deep observation.
- Enhancing skills and personality development by value added features.

ACADEMIC CREDENTIALS

- Passed **B. Ed.** from University of Lucknow in 2022.
- Passed **M.Com.** from Dr. Ram Manohar Lohia Avadh University in 2015 .
- Passed **B.Com.** from University of Lucknow in 2012 .
- Passed **Intermediate** in year 2009 .
- Passed **High School** in year 2007.

SKILLS

- Communication Skills
- Teamwork Skills
- Active Listening
- Problem Solving

CERTIFICATION

- Advance Diploma in Professional Applications (ADPA).
(MS-OFFICE, MS-DOS, PAGEMAKER, COREL DRAW, PHOTOSHOP)
- Tally.ERP 9
- CCC
- CTET December 2021 Paper-1 (Primary) Qualified

EXPERIENCE

❖ THE AVADH SCHOOL

Designation: PGT Accountancy Teacher

Tenure: 18 April 2022 till now

Description:

- Responsible for delivering course content to the students of 11th & 12th class by various Teaching Techniques.
- Acts as a bridge between the management and the teaching staff as I'm responsible for the coordination.
- Responsible for all tests and examinations conducted in the school.
- Responsible for assessing the students.
- Responsible for preparing lesson plan according to the topic.
- Perform other various tasks directed by management as and when required like morning assembly, speech etc.

❖ **LUCKNOW PUBLIC SCHOOL**

Designation: PGT Business Studies Teacher

Tenure: 16 August 2021 to 25 September 2021

Description:

- Responsible for delivering course content to the students of 11th & 12th class in Hindi and English using various Teaching Techniques.
- Responsible for assessing the students.
- Responsible for teaching according to their weekly plan.
- Responsible for maintaining attendance register along with PTM register.
- Responsible for preparing lesson plan according to the topic.
- Perform other various tasks directed by management as and when required.

❖ **LUCKNOW MODEL PUBLIC INTER COLLEGE**

Designation: PGT Commerce Teacher

Tenure: 16 May 2018 to 12 August 2021

Description:

- Responsible for delivering course content to the students of 9th to 12th class in Hindi and English using various Teaching Techniques.
- Responsible for assessing the students and prepare them to perform well in board examinations.
- Responsible for designing course content as per the norms of board.
- Responsible for maintaining all academic records like marks, attendance etc.
- Scheduling of sessions by coordinating with other colleagues.
- Perform other various tasks directed by management as and when required.

❖ **TECHNOVEL**

Designation: Accountant

Tenure: 11 January 2016 to 15 October 2019

Description:

- Responsible for making entries related to sales and purchases etc.
- Responsible for godown record maintenance.
- Responsible for cash book maintenance etc.
- To assist the head accountant of the organisation.

❖ **CHETNA PUBLIC INTER COLLEGE**

Designation: Assistant Teacher

Tenure: 18 July 2012 to 15 April 2015

Description:

- Responsible for delivering course content to the students of 9th to 12th class in Hindi and English using various Teaching Techniques.
- Responsible for assessing the students.
- Perform other various tasks directed by management as and when required.

PERSONAL DETAILS

Name	Mohammad Rauf
Date of Birth	03.03.1991
Father's Name	Mohammad Farooq
Sex	Male
Marital Status	Single
Language Known	English , Hindi and Urdu
Permanent Address	543/32- Shekhpur, Alam Nagar Road, Lucknow – 226017
Hobbies & Interests	<ul style="list-style-type: none">• Net Surfing• Listening Music• Accept Challenges related to my field.

I solemnly declares that the given information is correct to the best of my knowledge.

Date :
Place : Lucknow

MOHAMMAD RAUF