***TASMEENA MIRZA***

 *Mobile No 0091 –* ***9022089456***

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 Postal Address: Global Graphics Kat Kat gate road

 In front of Arish Masjid Aurangabad Maharashtra INDIA 431001

  **Work Experience 20 Years**

* **Deogiri Global Academy Aurangabad** October 2021 till date
* **Podar International** **School** 2018 - 2020 CBSE , Subjects Taught – Social Science
* **Gaikwad Global School** – 2016 - 2018 CBSE, Subjects Taught – Social Science,
* **Asian International Pvt. School Abu Dhabi** UAE From 2008 –2012 BOARD – CBSE, Subjects Taught Social Science
* **Ministry of Education Maldives** From - 2007 – 2007 BOARD – IGCSE, Subjects Taught Social Studies
* **Little Wonder English School** Sillod from June From 2013– 2016 – CBSE, Subjects Taught – Social Science

**Stepping Stones High School** – From 2005 - 2006 Subject Taught– Social Science

* **Mary Spear Academy Khurja** India From 1998 – 2003, BOARD – CBSE, Subjects Taught – Social Science

**Qualification**

**Bachelors in Education B.Ed** - B A M U Aurangabad India Year 2004

**Bachelors in Arts B.A** - Women’s College Aligarh Muslim University Aligarh India Year 1994

**Master in Commerce M.Com** - Aligarh Muslim University Aligarh India, Year 1997

**S.S.S.C - 12th** Women’s College Aligarh Muslim University Aligarh India, Year - 1991 Board – CBSE

**S.S.C - 10th** - Girls School AMU Aligarh India, Year – 1989 Board – CBSE

**Other Courses and Certificates**

**Diploma in Bank Administration D.B.A**\* from Aligarh Muslim University Aligarh India - 1995

**Teachers Training Education T.T.E** from All India Institute of Career Studies Chennai India Year – 1999Distance Education

**Post Graduate Diploma in Marketing Management PGDMM** from Institute of Health Care Administration Chennai India, Distance Education

**Typing** – Pratibha Typing Institute Aurangabad 1991

**Computer Literacy**

**Ms Office** from Apex Computers Aurangabad India Year – 1997, Application Programme Languages - Word, Excel, Power Point

**Tally 5.4** from Expert Tally Solution Aurangabad India, Year – 2000, Application Programme Languages – Inventory Control, Accounting Master, Bank Reconciliation, Accounting Vouchers

**Web Application** From NIIT Aurangabad India Year – 2000, Application Programme Languages – HTML, Front Page, SQL

**Web Designing f**rom NIIT Aurangabad India Year – 2001 Application Programme Languages HTML, DHTML VB SCRIPT, JAVA SCRIPT

**Administrative Achievement**

* ***BEST TEACHER AWARD*** *BY INSTITUTE OF SCHOLARS 2022*

***Head of the******Commerce - HOD****/ Social Science Departments* ***HOD*** *at Asian International School Beda Zayed U A E from 2008 – 2011*

* ***Teacher in Charge*** *- Mary Spear Academy INDIA in the year 1999 - 2003*
* ***Examination in Charge*** *- Mary Spear Academy in the year 1998*
* ***Literary Secretary*** *- Women’s College from 1992 -1994*
* ***Study Proctor*** *- Girls hostel in the year 1989*
* ***Administrative In charge*** *Gaikwad Global School 2016– 2018*
* ***Invigilation Duties*** *Olympiad 2018,CTET 2021,CBSE Class 10th 2021*

***Extra Curricular Activities***

* ***Winner weekly quiz*** *Lokmat Times 2012*
* ***Runner up expert Aurangabad Quiz 2002***
* *Participated in the Health and Hygiene* ***Camp of N. S. S*** *in 1994*
* ***General Knowledge Competition*** *– First Prize, Year – 1991*
* ***Essay Writing Competition*** *– First prize, Year – 1987*
* ***Debate Competition*** *– First prize , Year – 1989*
* ***Essay Writing Competition*** *– First Prize , Year – 1989*

Personal Details

Date of Birth: 23.02.1972

Marital Status: Divorced

Regards!

*Tasmeena Mirza*