

## CURRICULUM VITAE

### **AMNA SIDDIQUI**

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### **OBJECTIVE:**

To work in an organisation with stimulating work environment where I can utilize my academic skills & knowledge towards the attainment of organization's goals.

### **EXPERIENCE:**

**Mar 2017 – Feb 2020: Class Teacher at Lucknow Public Collegiate, Lucknow.**

#### **Job Role:**

- Responsible for managing the daily activities of the students from morning to afternoon.
- Planning, preparing and delivering lessons to all students in the class.
- Teaching according to the educational needs, abilities and achievement of the individual students by creating a warm environment in the classroom and nurturing them.
- Improvise teaching methods so as to make it fun and equally productive at the same time for students.
- Communicating, consulting and co-operating with other members of the school staff, and parents/guardians to ensure the best interest of students.
- Contributing to the professional development of new teachers according to arrangements agreed with the Head of School.

### **CAREER PROFILE:**

- Oriented, efficient, organised and a dedicated professional.
- Possess strong analytical & problem solving skills with the ability to make well thought decisions.
- Resourceful in completion of projects and effective at multi-tasking.

### **ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

Qualification	Institute	Board/University	Year of Passing
Phd (HR)	INTEGRAL UNIVERSITY	INTEGRAL UNIVERSITY	2023
MBA (HR)	INTEGRAL UNIVERSITY	INTEGRAL UNIVERSITY	2013
B.COM	NATIONAL P.G. COLLEGE	LUCKNOW UNIVERSITY	2011
CLASS 12	ST. MARY'S CONVENT INTER COLLEGE, LUCKNOW	ISC	2008
CLASS 10	ST. MARY'S CONVENT INTER COLLEGE, LUCKNOW	ICSE	2006

### **PROJECT & INTERNSHIPS:**

- Study of the “Effectiveness of training and development programme” of Bank of Baroda.

#### **STRENGTH:**

- Good communication & interpersonal skills
- Ability to achieve difficult targets.

#### **CO-CURRICULAR ACTIVITIES:**

- Participated and conducted various Role plays and skits.
- Participated in dancing competition
- Participated in artistic events

#### **PUBLICATIONS**

- Amna Siddiqui and Dr. Asma Farooque “SWOC Analysis of secondary level educational institutions in lucknow, A Review. (Published in Dogo Rangsang Journal (2022).
- Amna Siddiqui and Dr Asma Farooque. “ Challenges faced by educational institutions(10+2) during covid19 in luck now city.( Published in Madhya Pradesh institute of Social Sciences Research (2023)

#### **CONFERENCES ATTENDED**

- Two weeks online Quality Improvement Programme on Research Methodology & Data Analysis organised by Faculty of commerce and Management , Integral University
- Online seminar on Research Projects , Grants and Consultancy organised by Faculty of commerce and Management , Integral University
- International festival of “Women in STEM -2023” at Tashkent Institute of Chemical Technology”.

#### **PERSONAL DETAILS:**

- Husband’s Name Syed Asif Gauhar
- Date of Birth 08<sup>th</sup> October, 1990
- Gender Female
- Marital Status Married
- Language Known English, Hindi & Urdu

The information mentioned above is correct to the best of my knowledge and belief.

**Place :**

**Signature**

**Date :**

**Amna Siddiqui**