



# SURABHI VERMA

MATHEMATICS EDUCATOR

## CONTACTS

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KANKARBAGH, PATNA

## KEY ACHIEVEMENTS

### College Topper Award

Awarded as college topper for academic excellence in B.Sc

## LANGUAGES

ENGLISH Proficient ●●●●●

HINDI Proficient ●●●●●

## SKILLS

Gmail · Microsoft Office · Microsoft Excel ·  
Microsoft Power Point · GST

## SUMMARY

I am a dedicated Mathematics Educator with dual Master's degrees in English and Mathematics, along with a Bachelor's in Education. I possess 5 years of experience in academic coordination and teaching, focusing on student success and remedial strategies. My expertise includes external examination management and proficiency in IT tools, particularly the MS Office suite, which I leverage to enhance learning outcomes

## EXPERIENCE

**SHRI SAI BABA AADARSH MAHAVIDYALYA** Ambikapur  
Assistant Professor of Mathematics and Exam Coordinator 07/2014 - 03/2019

An institution focused on higher education and academic excellence

- Spearheaded the coordination for external examination as the official exam in-charge
- Managed and executed the entire remedial class program for underperformed students
- Coordinated all departmental paperwork academic scheduling and disciplinary records

**CG GLOBAL SCHOOL** Ambikapur  
Mathematics Teacher Date period

Company Description

- Highlight your accomplishments, using numbers if possible.

**CARMEL SCHOOL AMBIKAPUR** Ambikapur  
Industrial Training-Teacher Development 11/2013 - 11/2013

An educational institution emphasizing teacher development

- Completed three days of intensive training focused on best practices for teacher responsibilities and professional duties

## EDUCATION

**Maulana Mazharul Haque University** Patna  
B.Ed 01/2016 - 05/2017

**Rajiv Gandhi PG College** Ambikapur  
M.Sc (Maths) 01/2014 - 05/2016

**Holy Cross Womens College** Ambikapur  
MA (English) 01/2012 - 05/2014