

# SURABHI VERMA



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## 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

Recent graduate from (Maulana Mazharul Haque University) with a degree in [B.ed]. Eager to learn and apply my knowledge in a [Mathematicsteacher] role. Possess strong and excited to contribute to a fast-paced environment.

## EDUCATION

### Maulana Mazharul Haque University

B.Ed - Mathematics , 79.8%

May 2025

Patna, Bihar

### Rajiv Gandhi PG College

M.Sc (Maths) - Mathematics , 74.2%

May 2013

Ambikapur, CHATTISHGARH

### Holy Cross Womens College

MA (English), 64.8%

May 2016

Ambikapur, CHATTISHGARH

## EXPERIENCE

### SHRI SAI BABA AADARSH MAHAVIDYALYA

Jul 2014 - Mar 2019

Assistant Professor of Mathematics and Exam Coordinator *Ambikapur*

- 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

Mathematics Teacher

*Ambikapur*

### CARMEL SCHOOL AMBIKAPUR

Nov 2013 - Nov 2013

Industrial Training-Teacher Development

*Ambikapur*

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

## ACCOMPLISHMENTS

- Awarded as college topper for academic excellence in B.Sc

## SKILLS

- Gmail
- Microsoft Office
- Microsoft Excel
- Microsoft Power Point
- GST

## AWARDS

- College Topper Award

## LANGUAGE

- ENGLISH (Proficient)
- HINDI (Proficient)