



Mohammad Sartaj

Math Educator

[B. Sc (In Maths), B. Ed (In Maths), MBA]

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To

Hiring Manager

Subject: Application for the job

Have a Super day!

Dear Sir/Madam,

I hope this letter finds you in great spirits! I am eager to bring my experience and enthusiasm to inspire young minds about helping students build foundational skills for lifelong learning and critical thinking to your wonderful school community. **I have the honour to request and would love to ask you. I am pleased to submit my CV that I am writing to express my excitement about the opportunity to join as an experienced Maths Teacher position I humbly request you to consider my application at your reputed school as advertised on your school's website.**

I am confident I possess the skills and dedication to significantly contribute with a solid background in teaching and a passion for making maths a joyful adventure, at your esteemed institution. **With over [12 years] of experience in education** the beautiful language of numbers, my experience in fostering a deep understanding of mathematical concepts in students of diverse learning styles and abilities **for the Primary, Middle, Secondary level Students in Maths and Science teaching. I teach all levels [IGCSE, AS&A Level, IPYP, IMYP,] of mathematics to students in 6th through 12th grade.**

Collaboration with fellow educators is equally important to me! I enjoy sharing ideas and resources, and I'm always eager to learn from others. because of its reputation for fostering a supportive community and encouraging collaboration among teachers. I believe that my background in integrating technology into the classroom and my commitment to continuous professional development would be an excellent match for your team.

I am particularly drawn to your school because of its commitment to academic excellence, holistic development and its nurturing environment that encourages student's interest to achieve future goals. I am delighted to contribute my expertise in curriculum development and differentiated instruction to help all students reach their full potential.

At various levels, I have dedicated myself to creating an engaging and inclusive classroom environment that encourages students to analyse their creativity and mathematical concepts deeply This approach ensures that every student feels valued and supported, enabling them to thrive academically and socially where students feel comfortable sharing unique ideas.

I would appreciate the opportunity to meet with you to share my knowledge and enthusiasm and Schedule an interview time that is convenient for your interview. I may be contacted at+91 9901851247 ZOOM app/WhatsApp.

Thank you for considering my application! I would be glad to discuss about the opportunity to contribute to your school's commitment to academic excellence, student growth. And inspire the next generation of mathematicians. I look forward to the possibility of working together to light the path of discovery for each student. **Please find my CV attached for further details.**

Best Regards

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Date of birth: 20-07-1985 **Nationality:** Indian 🏠 **Permanent Address:** No 265Rukunpur new pajaya shikohabad Agra India.

SUMMARY

Experienced math educator with over 12 years of expertise in curriculum developing engaging learning content aligned with educational standards and technology integration. Skilled in fostering inquiry-based learning, critical thinking, and global awareness in students with diverse learning needs. Enthusiastic about innovative teaching methods and committed to student success. To work in an organization where I can use my strengths and multitasking abilities to contribute for the overall personally development of the students at the same time aspiring for personal and organization's growth. I am looking to contribute my knowledge and skills in an institution or organization which provides me with a growth and that offers a genuine opportunity for career. Currently looking for a full-time challenging position in **IGCSE and IB** to make new something for convenience. Please give me the opportunity for combining my expertise in students to create transformative outcomes.

SPECIAL BOARD DUTIES ASSIGNED:

(A) **New Cambridge English High School RPC**
Bangalore-04 India 15/April/2025--19/April/2025

(B) **The Bangalore High School R V Road Basavanagudi**
Bangalore-04 India. 15/April/2024--20/April/2024

(C) **Vasavi Vidya Niketan High School Basavanagudi**
Bangalore-04 India. 24/April/2023--30/April/2023

(D) **B.E.S High School Jayanagar Nagar 4th Block**
Bangalore-04 India. 23/April/2022--28/April/2022

Designation: Mathematics Evaluator (Assistant Examiner)

I have been evaluated for 10th standard in Secondary Education Examination Board Bangalore India.

EXPERIENCE:

(E) **Private Math Home Tutor Over 4 years of experience in education and mathematics Proficient in independent curriculum [IGCSE, ICSE]**

Experienced, creative and resourceful Math Tutor in the Education domain who is dedicated to the teaching of mathematics using traditional and modern approaches. Enthusiastic, outgoing and articulate professional with the ability to effectively communicate with educators, administrators, and students. My tutoring background has enabled me to gain excellent observation and Communication skills. **From July 2019-2023**

(F)- **Noble English High School Bangalore-04 India.**

Designation: Assistant Master Jan2021-Tilldate

Duties & Responsibilities:

- Handled Mathematics & Science classes with innovative ideas for **middle & High School**.

CORE PROFICIENCIES:

The Proficiencies of understanding, fluency, Problem solving and Reasoning in Arithmetic, Algebra, Geometry and measure, Trigonometry, Statistics and Probability, Number theory, Logic and other.

EDUCATION:

1)Master of Business Administration (MBA)Regular, from Bangalore City University India in 2022.

In International business, strategic Brand Management, international Marketing strategy, Digital Marketing, international management, projects and operations management, corporate governance, corporate planning, valuation and restructuring, statistics for management, Economics for manager, marketing for customer value Business and industry, Technology for Management, Management Research methods, Entrepreneurship and ethics, Human Capital management, Quantitative technique and operation Research and Innovation Management,cyber space.

2)Bachelor of Education (B. Ed) Regular:

In Mathematics and Science.

Bangalore University Bangalore India in 2014.

3) Bachelor of Science (B. Sc) Regular:

In Mathematics, Physics, Computer Science.

Dr Bhimrao Ambedkar University Agra India in 2008.

- Designed and implemented math curriculum aligned with academic standards.
- Assessed student performance and provided timely, constructive feedback.
- Provide students with tailored support to prepare them for their board examinations.
- Collaborated with faculty to develop lessons, enhancing student learning outcomes significantly.

(G)- ST. Thomas International school JP Nagar Bangalore-78 India May2016--Feb2021

Designation: Mathematics Teacher

Responsibilities:

1. Designed and delivered subject-specific lessons, emphasizing inquiry-based and global contexts.
2. Preparing lesson plans based on individual student needs and their emotional situations.
3. Delivered classroom lectures on **Maths** lessons (8,9,10) & (5,6, & 7th) grade.
4. Helped struggling students improve their critical thinking and problem-solving skills.
5. Facilitated student's independent research for the extended theory of knowledge.
6. Assess and evaluate student performance through the administration and grading or assessments, assignment, and exams.
7. Assist the **head** in handling all **academy affairs**. Prepare and grade tests and assignments to evaluate student's growth.

(H)-Indian Public High School JP Nagar Bangalore-78 India Apr2013--May2016

Designation: As Vice Principal.

RESPONSIBILITIES (above same G) and Duties:

- Preparing academic planner and course outline for all subjects.
- Develop and implement engaging and effective lessons in accordance with the curriculum framework, to ensure the holistic development of students in alignment with the school's Mission and Vision and our definition of High-Quality Teaching and Learning.
- Planning and preparation for Annual Day and Sports day.
- Supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers.
- Evaluating students in Test series. Preparing pupils for qualifications and external examination.

(I)-Bibi Fatima Public School JP Nagar Bangalore-78 India

Designation: Assistant Master May2011--Apr2013

Responsibilities:

- Taught middle and high school students in subjects aligned with the educational standard.
- Plan and deliver the Maths National Curriculum to students at a variety of learning levels.
- Prepared students for state assessments through targeted review sessions
- Provide meaningful math instruction to improve the math skills of children.
- Designed and implemented exercises and activities to facilitate students' academic improvement.
- Provide timely, actionable and clear feedback from which students know what to do next to improve.
- Maintained up-to-date student files and records and communicated regularly with classroom teacher.

SKILLS:

- Can take decisions and solve problems in a more logical way and within optimal time.
- Ability to explain with ease and Cultural adaptability
- Global perspective and Cultural Sensitivity
- The facility to deal with abstract concepts.
- Lesson planning and Assessment
- Classroom management and Clear, logical thinking.
- Multicultural Education and Team Collaboration

LANGUAGES: English, Hindi, Urdu

PROJECTS:

- **EFFECTIVE BRAND BUILDING STRATEGIES OF OPPO IN BANGALORE**
Description: OPPO started in 2004. Entered into the mobile industry in 2008 oppo is dedicated to delivering customers with extraordinary experience and design technology.
- **A STUDY OF THE SIGNIFICANCE OF PERSONALITY TRAITS OF THE ENTREPRENEURS IN INVESTMENT DECISIONS.**
Description: The study found the relation of investment decisions with personality traits and behavioural biases to be statistically significant. Entrepreneurs need to be innovative to develop new ideas and solve challenge that arise in day-to-day business