

CURRICULUM VITAE

Name : SALEEMA UZMA KHATOON

E-mail:saleemakhatoon@gmail.com

MobileNo : 9885149009

PERSONAL APPRAISAL :

- Sincere, honest and dedicated.
- Disciplined and sociable
- Hardworking, Self-motivated.
- Ability to work under pressure.

EXPERIENCE :12

years of teaching experience.

PERSONAL DATA:

Date of Birth : 15-05-1988

Sex : Female

Religion : Muslim

Nationality : Indian

Marital Status : Unmarried

CAREER OBJECTIVE:

Seeking a career to share my knowledge and experience with students and gain more experience into the education and teaching field

PROFILE SUMMARY:

- **12 years** of experience in Teaching and administration, currently working as **Assistant Professor** Department of **MICROBIOLOGY** at St. Joseph's Degree College, Kurnool.

- **5 years** of experience in teaching **MICROBIOLOGY**.

- **1 year** experience in teaching **Environmental Studies**.

- **1 year** experience in teaching **Citizenship Education**.

- **5 YEAR** experience as **High School Science & English Teacher**.

- **Diploma in Urdu language**.

- **Certified Medical Writer** from **Henry Harvin writing Academy**.

- Hands on Experience in developing Graduation Curriculum to accommodate different learning styles and maximizing Students Comprehension.

- Proficient in developing new lessons and activities to expand learning opportunities.

- Excellent knowledge of the subject and also has great Practical Knowledge.

- Proficient in giving conceptual knowledge.

- Well skilled in Communication and Comprehension.

EDUCATION:

- **M.Sc. Microbiology** at Sri Krishnadevaraya University, Andhra Pradesh -India (2010).
- **M.A English** at Maulana Azad National University, Andhra Pradesh-India. (2018).
- **B.Ed.** at Rayalaseema University, Andhra Pradesh– India(2013).
- **B.Sc. Microbiology** at Sri Krishnadevaraya University, Andhra Pradesh- India (2008).
- **Board of Intermediate** at Sri Lakshmi Junior college for girls, Kurnool, Andhra Pradesh-India, (2005).
- **Board of Secondary Education (SSC)** at Everest English Medium High School, Kurnool, Andhra Pradesh -India. (2003).

- **Diploma in Urdu Language** by National Council for Promotion of Urdu Language Government of India(2019-2010).
- **Medical Writing Course** from Henry Harvin Writing Academy (2021)

SUBJECTS COVERED:

- **Basic Microbiology**: Kingdom Classification, Domain Concept, characteristics and Ultra Structure of Bacteria, General Characteristics and Classification of Fungi, Viruses, Protozoa, Algae, Archaea etc., Sterilization methods, Isolation Techniques of Microorganisms, Staining of Microorganisms and Preservation of Microorganisms.
- **Biochemistry**: Biomolecules, Enzymology.
- **Microbial Metabolism**: Microbial Nutrition, Microbial Respiration.
- **Microbial Genetics**: DNA, RNA, Mutations, Genetic Recombination, concept of gene, Genetic Code, protein Synthesis, principles of Genetic Engineering, outlines of Gene Cloning etc.
- **Immunology**: Immunity, Antigens, Antibodies, Antigen-Antibody reactions, Monoclonal Antibodies, Hypersensitivity, Autoimmunity, General principles of Diagnostic Microbiology, Methods of Laboratory diagnosis, Antibiotic Resistance, Vaccines, Microbial Diseases etc.
- **Agricultural Microbiology**: Pedology, Plant growth promoting microorganisms, Nitrogen Fixation, Concept of disease in Plants, Biofertilizers, Biopesticides etc.
- **Environmental Microbiology**: Biogeochemical cycles, microbial interactions, microbiology of potable and polluted waters, biodegradation, solid waste management, microbiology of Air etc.
- **Food Microbiology**: Food spoilage and preservation, Food poisoning, Production of foods, fermented products, Microbial activities in milk, Microorganisms as food etc.
- **Industrial Microbiology**: Fermenters, Fermentations, Fermentation media, Production of Industrial products.
- **Pharmaceutical Microbiology**: Biosafety cabinets, Biosafety levels, HACCP, BIS standards of foods and water.

LABORATORY SKILLS:

- **Basic Microbiology**: Preparation of different types of Culture Medias, Isolation of Microorganisms, Culturing of Microorganisms, Staining of Microorganisms, Preservation of Microorganisms. MIC, IMVIC Tests.
- **Molecular Biology**: Isolation of DNA and RNA, Estimations of DNA and RNA and Isolation of Plasmid.
- **Analytical Techniques**: Chromatographic Techniques, Centrifugation and Electrophoretic Techniques (PAGE/SDS PAGE).
- **Enzymology**: Enzyme Assay, Specific Activity, Immobilization of Enzymes.
- **Immunology**: Blood Grouping, Hemoglobin Estimation, Total cell count, Differential Count, Immunoelectrophoretic techniques, ELISA and ESR etc.
- **Agricultural and Environmental Microbiology**: Isolation and Culturing of Soil Microorganisms, Isolation of Nitrogen Fixing Microorganisms (Bacterial and Fungal), Multiple Tube Fermentation test for Quality of Water, IMVIC Tests, Air Sampling methods etc.

- **Food and Industrial Microbiology:**Microorganisms of spoiled foods, Production of Fermented foods, Biochemical Activities of microbes in milk, Fermentation Processes and Industrial Productions.

AREA OF INTEREST:

- Microbiology
- Immunology
- Medical Microbiology
- Food Microbiology
- Applied Microbiology
- Biochemistry

ACHIEVEMENTS:

- Guided students to participate in 19th National Children's Science Congress-2011 conducted by A.P State Council of Science & Technology (Department of Environment, Forests, Science & Technology- Hyderabad)
- Proficiency awards for Attendance.
- Member of **BOS (Board Of Studies)** for the Department of Microbiology for Osmania College- Kurnool (2018 and 2019).
- Appointed as University Practical Examiner.
- Appointed as a member for Spot Valuation.
- Presented an Article on Pharmacognosy and Phytochemistry in National Symposium-2015 conducted by St. Joseph's Degree college, Kurnool.

EMPLOYMENT HISTORY:

1. **Currently Working as Assistant Professor** in St. Joseph's Degree College, Kurnool from 2015.

Career Summary:

- Employ differentiated teaching methods, incorporating **Audio and Visual activities** to address all learning styles.
 - Conducts **online classes** (Google Classroom, Zoom)
 - Identify and organize Field Trips to enhance Curriculum.
 - Extensive participation in committees and extra-curricular activities.
 - Participated in Seminars, webinars, Online Quiz Competitions.
2. **Worked as primary school Science Teacher and High School English Teacher** in Montessori English Medium School, Kurnool from 2010 to 2014.

CAREER SUMMARY:

- Taught 40-member classes with engaging learning activities
- Developed and implemented a curriculum in accordance with guidelines.
- Helped students with projects and class work
- Adhered to daily lesson plan schedule
- Conduct Open House to discuss progress and address behavior of students.
- Tracked students' progress
- Provided individual feedback and gathered feedback also from PTMs.

JOB RESPONSIBILITIES:

- Guided and helped **Graduating students** choose their college course.
- Ensure completion of assigned syllabus within the time-frame given.
- Performed experimentation activities and drew out conclusions.
- Guiding students to participate in National level **Seminars , Symposiums ,Science fairs** etc.
- Provide appropriate guidance and support to Graduating Students, and ensure, where required, that student records are properly maintained, including marks lists, attendance records etc.
- Seek ways of improving students learning by reviewing effectiveness and identifying areas of improvement drawing up to feedback from various sources.
- Assist students in making decisions regarding career choices and courses they should take.
- Participate in faculty and administrative meetings.
- Act on academic committees, and organize departmental workshops.
- Invigilating examinations.

SKILL SUMMARY:

- Good administrative skills.
- Ability to function in a Multicultural environment.
- Multi-tasking abilities.
- Excellent public relation and inter personal skills.
- Linguist knowledge of five languages.
- Strong coordinating skills.
- Quality and result oriented work.
- Honest and Dedicated working attitude.
- Good verbal and written communication skills.
- Flexible and adaptable.

COMPUTER KNOWLEDGE:

- Proficient in basic use of Computer.
- Internet savvy.

LANGUAGES KNOWN:

- English — Speak, Read and Write.
- Hindi — Speak, Read and Write.
- Telugu— Speak, Read and Write.
- Urdu — Speak, Read and Write.

DECLARATION:

I, SALEEMA UZMAKHATOON, solemnly affirm that the particulars given above are true and clear to my knowledge. If given an opportunity to work in your esteemed concern I shall take all efforts to meet the standards and upgrade my skills with ever growing and challenging requirements.

SALEEMA

UZMA KHATOON