



# ALFIA FIRDAUS

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## PERSONAL DETAILS

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**Date of Birth:** 19th September, 1995

**Gender:** Female

**Marital Status:** Unmarried

**Languages Known:** English, Hindi and Bengali

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## ACADEMIC QUALIFICATIONS

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Year	Examination	Institute	Board	Percentile%
2016	B.A(Honours)	Rani Birla Girls' College	Calcutta University	60(1st Division)
2013	Higher Secondary(ISC)	The Frank Anthony Public School	CISCE	75.5(Best of 4)
2011	Class X (ICSE)	The Park English School	CISCE	91.4(Best of 5)

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## COMPUTER KNOWLEDGE

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Year	Diploma	Institute	Subject	Grade
2016	Visualization	Webel	• Adobe Photoshop	A

		Informatics Limited	<ul style="list-style-type: none"> <li>• Coral Draw</li> <li>• Flash and Adobe Illustrator.</li> </ul>	
2015	PC Application	Webel Informatics Limited	<ul style="list-style-type: none"> <li>• MS Office (Word,Excel,Powerpoint)</li> <li>• Computer Fundamentals and Operating System</li> <li>• Internet and E-Mailing</li> </ul>	B

- **Typing Speed:** 30 words per minute

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## WORK HISTORY

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### HOME TUTOR (2012-present)

#### Class VI-X

##### Area of Specialization: Science and Mathematics

- 5+ years of experience in teaching school students of ICSE and CBSE boards in subjects including Mathematics, Physics, Biology, Chemistry, Social Sciences, Economics, and English.

#### Class I-IV

##### Area of Specialization: All Subjects and Art and Craft

- 5+ years of experience in teaching junior school students of ICSE and CBSE boards all subjects and art and craft.

#### Class XI-XII

##### Area of Specialization: Arts Subjects

- 5+ years of experience in teaching junior school students of ICSE and CBSE boards all subjects and art and craft.

#### Undergraduate Level(B.A students)

##### Area of Specialization: Political Science, Geography ,History, Education.

- 2+ years of experience in B.A students.

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## ACADEMIC ACHIEVEMENTS

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### **B.A Part III (2015-16)**

- **College Topper:** First Position in Political Science Honours

### **B.A Part II (2014-15)**

- First position in Geography General

### **B.A Part I (2013-14)**

- First position in Political Science Honours, Geography General and Education General

### **ICSE (2010-11)**

- **School Topper:** First position in Class 10th Standard

### **General Proficiency (2008-10)**

First position in Class 9th and 8th Standard

### **Vernacular Language(2009-11)**

- Two certificates of excellence in Hindi

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## **SKILLS**

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- Good Communication and interpersonal skills
- Good Listening Skills
- Fluent in English and Hindi
- Good verbal and written skills
- Creative and Diligent

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## **EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

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- **Leadership and Organizational Activities:**
  - Head Girl at The Park English School(2010-11)
  - Crowned Miss Park English(2011)
  - Represented the Dept. of Political Science in NAAC visit to Rani Birla Girls' College (November 2014)
  - Organized an Awareness Programme on Energy and Environment (power point presentation and skit)on the behalf by Nature's Club, Rani Birla Girls' College
- **Extempore:**
  - Participated in Inter house Extempore competition at the Frank Anthony Public School(2011) and Derozio Memorial Extempore Speech Contest, representing The Park English School(2010)
- **Elocution:**
  - Participated four times in Inter house Elocution competition at the Frank Anthony Public School (2012 and 2011) and The Park English School(2010 and 2009)
- **Quiz:**
  - First place in quiz(2009)
  - Participated two times in Inter house Quiz competition at The Park English School(2010 and 2009)

- **Debate:**

- Represented College in inter-college debate competition –
- (a)“Women Empowerment is a Myth” organized by Rani Birla Girls’ College Alumni Association.(September 2015) ; and (b)UMANG fest organized by BGES

- **Hosting Events:**

- Hosted Awareness Programme on Energy and Environment(2014)
- Hosted School Farewell Party(2009)

- **Speeches:**

- Thank you speech at the opening ceremony of Telegraph School Awards, 2016.
- Speech on Vernacular Language Day at Rani Birla Girls’ College (2014)
- Delivered the opening speech on Senior’s Farewell Party at Rani Birla Girls’ College (2013)

- **Writing Skills**

- 2nd in Creative Writing
- Certificate in spellings by Linc

- **Science and Mathematics :**

- 2nd in Science Exhibition (Biology) at the Frank Anthony Public School(2012)
- Certificate of Credit for Mathematics the new University of South Whales (2009)

- **Drawing and Sketching:**

- 1st in Offstage Talent Hunt (Sit and Draw) at Rani Birla Girls’ College.(2013)
- Participated in Art Competition organized by the Frank Anthony Public School (2012), Maruti Suzuki(2007), Sunfeast(2007), Horlicks(2006), Fevicol(2006)
- Certificate for Excellence in art by The Park English School(2009)

- **Sports:**

- Participated in Inter house Tug of War Competition at the Frank Anthony Public School (2011)
- Part of School Basket Ball Team(2011)

- **Cultural Programmes:**

- Wrote and executed a skit on nature awareness at Rani Birla Girls’ College (April 2014)
- First in Food Display Competition at the Frank Anthony Public School (2011)
- Participated in St Joseph’s Fest, representing the Frank Anthony Public School (2011)
- Plays and Cultural programmes in school.

