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|  | **Gulfjobseeker.com CV No:** **645834****Mobile** +971505905010cvdatabase[@]gulfjobseeker.comTo contact this candidate use this link<http://www.gulfjobseeker.com/feedback/contactjs.php>  |
| **Profile synopsis** | Accomplished educator with an understanding and appreciation for children as well as adults of all ages with various disabilities. Hardworking and passionate individual with 15+ years experience in UAE and overseas with background in Travel industry. Dedicated and highly motivated team player who sees problems as opportunities with objectives to provide the best service possible. Possess excellent coordination, analytical, time management, and effective speaking skills. Seeks a challenging position within Educational Institutions to share and enrich knowledge, experience and skills.  |
| **STRENGTHS** |
| * Gulf experienced professional
 | * Kind-hearted, sensitive & endearing
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| * Tact to deal with various disabilities
 | * Strong motivator-friendly personality
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| * Well-organized & hardworking
 | * Adaptable, active & quick learner
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| * Vast knowledge of different types of disabilities
 | * School management, administration & coordination skills
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| **QUALIFICATIONS** | **Stately-Acknowledged Educator**Sonderpaedagogisches Zentrum St. Vincenzstift, Germany | **1988 – 1991**  |
| **Completed Practical Year of Training** Lebenshilfe, Germany | **1987 – 1988** |
| **Qualifizierter Sekundaerabschluss I** (Equivalent to English A-Level)Stately Integrated Comprehensive School, Germany | **1981 – 1987** |
| **ACHIEVEMENTS** | * Effectively taught different cultural groups and different ages with various disabilities and ensured that each individual achieve full potential in learning and development.
* Performed effectively as part of a team of academic and administrative professionals to facilitate learning and development through different teaching strategies, methods and materials.
* Acquired profound experience in management and public relations.
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| **CAREER SNAPSHOT**  | **Senior Teacher In-Charge** | **Feb 2003 – Present** |
| Shaikha Maitha Bint Rashid Al Maktoum Centre for Special Needs, Dubai, UAEAn established, non-profitable organization that provides the highest standards of service in specialized education for children and adults with various disabilities. |
| **Tour Guide** | **Feb 2001 – Feb 2003** |
| Net-Tours &, Travels LLC, Dubai, UAEOne of the biggest travel companies in the UAE. |
| **Special Educator** | **Nov 1998 – Jan 2001** |
| Inselhof-Lebenshilfe-Wohnstaette fuer Behinderte, Ruesselsheim, GermanyAn orphanage for mentally and physically disabled adults. |
| **Tour Guide** | **Mar 1998 – Oct 1998** |
| International Tourism Company - LTU, TunisiaA German-based travel company.  |
| **Special Educator** | **Jan 1997 – Feb 1998** |
| Inselhof-Lebenshilfe-Wohnstaette fuer Behinderte, Ruesselsheim, GermanyAn orphanage for mentally and physically disabled adults. |
| **Special Educator** | **Jan 1992 – Dec 1996** |
| Heilpaedagogische und Integrative Kindertagesstaette, Ruesseisheim, GermanyIntegrative institute for mentally & physically disabled children operating for 24 hrs. |
| **Special Educator** | **Jan 1991 – Dec 1991** |
| Sonderpaedagogisches Zentrum St. Vincenzstift, Aulhausen, GermanyAn orphanage for mentally and physically disabled children and adults. |
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| **AREAS OF EXPERTISE** | **Special Needs Teaching*** Employ special educational methods to meet the needs of students with a variety of handicapping conditions.
* Determine individual pupil’s special needs through detailed assessment.
* Confer with colleagues to develop educational and therapy program designed to promote students' educational, physical, and social development.
* Plan and conduct activities for a balanced program of instruction that provides students with opportunities to observe, question, and investigate.
* Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
* Undertake continuous professional development and participate in teaching staff development to update and enhance skills.

**Education Management (Administration & Operations)** * Ensure the availability of resources and appropriate materials which will be used in instruction and that school activities comply with local regulations.
* Manage school operations which include general administration, budgeting, staff recruitment, etc.
* Maintain accurate and complete student records and prepare reports on school staff and activities, as required by administrative regulations.
* Establish and maintain cooperative relationships with businesses, communities, and other organizations to help meet identified educational needs.
* Supporting, motivating and guiding students, teachers and other school staffs.
* Responsible for day-to-day operations of the school and maintaining high standards in all aspects of school life.
* Develop and monitor budget, and handle staff recruitment.
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| **PROVEN JOB ROLEs** | **Special Educator** * Maintaining and promoting a happy, meaningful and productive environment to develop the student’s personal, social and academic development.
* Preparing daily, weekly and monthly lesson plans.
* Setting short- and long-term goals.
* Evaluating and assessing students on their educational level in order to create individualized educational plans/ programs.
* Informing relevant staff on problems regarding specific students and conducting meetings with parents and therapists.
* Maintaining individual files of every student and monitoring their attendance.
* Organizing learning outside the classroom such as monthly field trips and inclusion/ integration programs with other schools/ centres.
* Liaising with external agencies and organizations such as hospitals, doctors and therapists, and preserving relationships with the same.
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| **Tour Guide*** Escorted groups in organized tours by coach, car or on foot, in a specific city and introduced visitors to places of interests.
* Offered specialist knowledge on culture, heritage and lifestyle in the UAE.
* Presented information that can easily be understood by the general public.
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| **personal details** | Nationality | : | German |
| Date of Birth | : | 29th May 1971  |
| Visa Status | : | Employment Visa  |
| Languages | : | English & German |