**First Name of Application CV No 1647996**

Whatsapp Mobile: +971504753686



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***Curriculum Vitae***

***OBJECTIVE:***

To get the challenging position within an organization that will utilize my analytical skills to the organization in order to contribute to its success and to use my skills more professionally and efficiently.

***Early Year Education Course:***

**CACHE LEVEL 3 Year 2014**

**CACHE LEVEL 5 Year 2015**

**Certificates from EYES**

* **Policies and Procedure**
* **Induction Staff, Children and Parents**
* **Brain Gym for learning, concentration and Memory.**

***5 Years Experience as Montessori Manager***

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| **Organization**: Meridian Grammar School (Pakistan-Karachi) |
| **Year**: August 5, 2002 to August 30, 2007 |
| **Position**: Montessori Manager |

***3 Years Experience as Nursery Director in Dubai:***

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| **Organization**: Four2Four Nursery JLT, DUBAI |
| **Year**: September 1st 2012 – August 6th 2015 |
| **Position**: Nursery Director/ Manager |

***SUMMARY OF WORK EXPERIENCE***

* **3 years** experience as Nursery Directress at Four2Four Nursery JLT, Dubai.
* **5 years** of experience as a Montessori Directress in Pakistan.
* Involved in effective teaching and lesson planning.
* Experience in active listening and providing solutions to parents.
* Excellent Communication & Presentation skills.

***Personal Statement:***

* I stand for quality in work and look forward to the joy and satisfaction which I believe can be achieved by giving dedication and commitment to the task.
* Always been a skilled lead for team & provided energy to team members.
* Strongly committed to the assigned task.

***Roles & Responsibilities:***

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|  | Responsibilities |
| 1 | Ensuring a good level of communications with all staff & with Parents in general. |
| 2 | Authorizes purchase of instructional materials and teaching aids, such as books, toys, Paint and games designed to stimulate learning. |
| 3 | Responsible for the daily operation of the preschool program. |
|  | Meeting Responsibilities |
| 1 | Attending all relevant workshops when required. |
| 2 | Attending the meetings and contributing in a positive and constructive way. |
| 3 | Organizing Staff meetings when ever required. |
| 4 | Organizing ‘parent / teacher meetings’ ever term. |
|  | Operational Responsibilities |
| 1 | Supervise registration and enrollment. |
| 2 | Responsible for the smooth running of the class through the structured timetable. |
| 3 | Plan school year calendar. |
| 4 | Outline expectations for and monitor communications with parent. |
| 5 | Develop a work calendar and schedule for Nursery staff. |
| 6 | Ensuring the general care of the children in the Nursery. |
| 7 | Working with the manager to develop and maintain the preschool program with themed weeks, achieving annual programmers on time & organizing field trips. |
| 8 | Ensuring that the nursery program is followed on a day‐to‐day basis. This will include meal time, play time, arts & craft, songs, etc. |
| 9 | Ensuring that all policies and procedures are followed and all relevant forms, from and for parents, are completed and collected daily. For example, medical administration form, daily report sheets, etc. |
| 10 | Dealing with all queries from parents. |
| 11 | Ensuring that you respect the rights of the children in your care and their parents. |
| 12 | Ensuring that the environment is child led and child focuses. |
| 13 | Evaluate Child’s progress and staff Progress. |

***Academic Qualification***

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| **Qualification** | **Year** | **Institute** | **Grade** |
| BSC Science | 2004 | RLAK College of home economic | A |
| Intermediate | 2002 | RLAK College of home economic | A |
| Matriculation | 2000 | Falcon house Grammar School | A |

***Skills and Interests****:*

* Creative presentation skills.
* Valuable team player and an eager learner.
* Sketching and painting.
* Reading and writing.

***PERSONAL DATA:***

* D.O.B: 6th june'83
* GENDER: FEMALE
* NATIONALITY: PAKISTAN
* MARITAL STATUS: MARRIED