**First Name of Application CV No:** **1651854**

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**Objective**

* Teach for my passion
* To contribute in improving the quality of ‘*Education*’
* To introduce the latest methodology

**Experience**

 **Jun ’15 – to-date Cedar College, Pakistan**

***Senior Manager Student Services & Academics***

* Facilitates students in their daily affairs at the college
* Connected to the student body via telephone and e-mail at both on and off time
* Keep track of students’ daily attendance
* Helps in admission process
* Coordinates students’ events arranged by the college

 **Oct ᾽12 – Oct ᾽14 Pakistan Education Academy Dubai**

 ***Academic Coordinator***

* Approved by KHDA, both the designation and all the plans
* Changed the syllabus books as per the requirement of both National Curriculum of Pakistan and British curriculum
* Started International Benchmark Test (IBT) in Oct **᾽**12 and students not only enjoyed it that but brought laurels for PEA
* Introduced many new concepts like
1. Weekly subject / department meetings
2. Remedial / extra classes for weak students
3. New pro forma like to help out students who are weak in studies, copy re-checking, assessment paper re-checking, students’ weaknesses and strengths, teacher / lesson observation form
4. Assessment Policy
5. New assessment paper format according to international standards
6. Weekly assignment plan
7. Coordination among Head of the Departments
8. Continuous Professional development (CPD) planning
9. How to write comments on note-books and report cards
10. Dictation of difficult words in every subject as per requirement
11. Reading charts, writing charts, behavior charts, homework charts, discipline charts in Elementary School
12. Helping hands in Elementary School like line leader, line ender etc.
13. Flow charts / process flow for different responsibilities
* New prospectus
* New Admission and Registration forms
* Annual / Tentative plans for KG, Elementary and Middle, and High school
* Website for School

**Aug ᾽11 – Jun ᾽12 Preparatory School Islamabad Islamabad**

 ***Teacher 4(Eng, Sc, Math, Hist)***

* Different skills were practiced in every subject like mind map, Venn diagram, flow chart, tabular form, diagrams, graphs
* Concept building in Math by making students used to of using more than one book and making their own questions of every concept taught
* In English, all the skills were practiced and marked individually like comprehension, composition, sentence formation, spelling and dictation, grammar, literal and inferential questions, characterization, summarization, cause and effect, prediction, reference to the context, sequencing, vocabulary, story elements, visual organizer and problem and solution in literature with reading, pronunciation, fluency and related expressions
* Answering skills like ‘knowing the text’, ‘put on your thinking cap’, ‘my opinion matters’ in every subject
* Knowing about History as a story
* Work on ‘Make a Difference’ program by choosing a weak student from the class and helping him/her out to improve the grades

 **Aug ᾽09 – Jul ᾽11 Head Start         Islamabad**

 ***Teacher 3, 4, 5(Math)***

* Worked with a variety of weak students and brought them up to the mark
* Teaching Scott Foreman - Addison Wesley syllabus

 **Sep ᾽08 – Jul ᾽09 The Educators Multan Cantt.**

 ***PRINCIPAL***

* Was awarded the BEST PRINCIPAL in academic audit
* Got a new system of activities introduced for the students, every month
* Got organized ‘Annual Function’, ‘Speech Contest’, ‘Sports Day’ and ‘Fun Fair’
* Got students won position in Regional Speech Contest of The Educators’ annual speech competition
* Got the strength increased and got it upgraded to Matric level by introducing good policies
* Got staff trained for Lesson Planning, Classroom Management, and Students’ Behaviour
* Got staff trained to prepare the bulletin boards at the beginning and during the school year

 **Mar ᾽05- Mar ᾽08    Head Start         Islamabad**

***Teacher           2(English, Math, Science), 6(Math)***

* Worked with a variety of weak students and brought them up to the mark
* Taught new O’Level syllabus

  **Feb ᾽02-May ᾽02    Army Public School (APS)     Kotli (Azad Kashmir)**

***Teacher            8, 9, 10(English)***

* Introduced the precise way of syllabus breakdown
* Introduced latest methodology
* Spoken English was introduced specially for weak students

**May ᾽99-Jun ᾽01    Army Public School-Seven Streams   Quetta Cantonment**

***Teacher, House Mistress         6(Math), 7, 9(English)***

* Introduced a new system of activities for the students, every month
* Conducted workshop on ‘*Activities Related to Syllabus*’
* Conducted workshop on ‘*Recycled Material Art Projects*’ as guest educationist in Iqra Army Public School-Staff College
* Arranged unique science stall in ‘*Science and Art Exhibition*’
* Participated in Annual Carnivals and always earned profit for the school
* Always showed above 97% result as a class teacher

**Jun ᾽97-Mar ᾽99     Jack and Jill      Sialkot Cantonment**

***Principal, Coordinator           Prep***

* Increased the strength up to 500% of a newly established school by introducing good policies
* Introduced new methodology and techniques of teaching
* Got the school promoted to ‘*Junior level*’ from ‘*Play Center*’
* Organizer of Annual Functions and yearly activities

**Feb ᾽94-Dec ᾽96   International School of Islamabad (ISI)      Islamabad**

***In charge Enrichment Center, Teaching Assistant     English as a Secondary Language (ESL), Enrichment Center, Library***

* Was awarded *Gold Medal* on creating the database on Macintosh of the resources for all levels (Play Group to Grade12)
* First person to start and develop the Enrichment Center
* Started ‘*Publishing Center*’ for students to publish their writing efforts
* Started ‘*Lamination and Stencil Cutting Section*’ to improve classes’ looks
* Updated library record using bar-coding system
* Planned and ordered new and different items for the Enrichment Center (EC) annually, which was exciting and helpful for both the students and the teachers
* Worked in English as a Secondary Language (ESL) department with students from Grade 3 to 7
* Invigilated correspondence exams of individual students who needed extra guidance to come upto the mark
* Invigilated **SAT** exams

**Apr ᾽93-Feb ᾽94  Federal Government College for Women   Kharian Cantonment**

***Teacher         F.Sc. (Math)***

* Helped weak students in preparing for the Board Exams
* Participated in the Annual Fun Fair
* Worked honorary on GOC’s request

**Apr ᾽93-Feb ᾽94  Army Public School (APS)     Kharian Cantonment**

***Teacher          5(Math)***

* Discipline In charge
* Introduced Math’s easiest and simplest methods
* All students were brought up to the same grid and made them enjoy the subject more than ever

**Apr ᾽91-Mar ᾽93  Bahria College, E-8       Islamabad**

***Teacher         3,5 (Math , Science)***

* Science project in charge
* Head of the Math Department (junior section)

**Jun ᾽88-Mar ᾽91  International Progressive School     Islamabad**

***Administrator, Coordinator        1,2,3,4 (All subjects, Art*)**

* Was awarded ‘*Best Teacher of the Year*’
* Received ‘*Best Decorated Class*’ award every year
* Computer section in charge
* Introduced new patterns of examination papers for junior classes
* Trained staff to prepare the bulletin boards at the beginning of the school year

**Apr ᾽87-May ᾽88  Lincoln’s Academy       Islamabad**

***Vice Principal, Coordinator         Nursery, Art***

* Organized Parent’s Day
* Showed best results as class teacher

**NGO**

* Run an NGO named ‘*Teacher’s Resource Group*’ (TRG)
* Director dealing with financial matters of TRG

**Workshops Conducted On**

* ***Recycled Art Material Projects***- in Bahria College Islamabad by Teachers Resource group, in Margalla Academy Taxilla Cantonment, in Iqra Army Public School Staff College Quetta Cantonment
* ***Environment Friendly***- in Bahria College Islamabad by Teachers Resource Group
* ***Teaching Students Through Their Individual Learning Style***- in Bahria College Islamabad by Teachers Resource Group
* ***We’re Really Moving***- in International School of Islamabad
* ***Numbered Heads Together; A Cooperative Learning Structure***- in International School of Islamabad
* ***He Doesn’t Speak English-Help!*** - in International School of Islamabad, in Jack and Jill Nursery Sialkot Cantonment
* ***Teach Student to Test at Their Best***- in International School of Islamabad, in Jack and Jill Nursery Sialkot Cantonment
* ***Collective Creation***- in International School of Islamabad, in Jack and Jill Nursery Sialkot Cantonment
* ***Two Essential Strategies for the Teaching of English***- in International School of Islamabad
* ***Activities Related to Syllabus***- in Jack and Jill Nursery Sialkot Cantonment, in Army Public School Seven Streams Quetta Cantonment

**Workshops Attended**

* ***Classroom Management***- by Haroona Jatoi of Teachers Resource Group in Bahria College Islamabad, by Mahzareen Gul of Army Public School Seven Streams Quetta Cantonment
* ***Environmental Awareness***- by Jehan Ara Moeen of Teachers Resource Group in Bahria College Islamabad
* ***Communication Awareness***- by Pamela Collet of Teachers Resource Group in Bahria College Islamabad
* ***Reflective Teaching***- by Pamela Collet of Teachers Resource Group in Bahria College Islamabad
* ***Circles O’ Science***- by Albert D Atkinson of International School of Islamabad
* ***Once Upon a Time: A Game by Story Tellers***- by Leslie Kaduck of International School of Islamabad
* ***Brain Breaks***- by Evan Brigham of International School of Islamabad
* ***Questioning Strategies: Key to Improve Reading Comprehension***- by Rose Puffer of International School of Islamabad
* ***Developing and Integrating Graphics into your Publications***- by Albert D Atkinson of International School of Islamabad
* ***A Workshop on Developmental Reading Continuum***- by Gail Seay of International School of Islamabad
* ***Integrating Your Classroom* *\_ A Model Process***- in International School of Islamabad
* ***Moving-on: Thinking About Re-entry***- by Elma Harder of International School of Islamabad
* ***The Co-Ed Zone***- in International School of Islamabad
* ***Behavior Management: Many Problems/Many Solutions School based Intervention***- in International School of Islamabad
* ***Drawing on the Right Type***- Computer learning workshop by David M Dilworth of International School of Islamabad
* ***Solving problems Teachers Face***- by Mahzareen Gul of Army Public School Seven Streams Quetta Cantonment
* ***Teachers and Communication***- by Mahzareen Gul of Army Public School Seven Streams Quetta Cantonment
* ***Teaching of Science at Primary Level***- by Mohammad Farooq Akbar in Army Public School Seven Streams Quetta Cantonment

**Education**

* Science Degree
* Computer software courses from Quaid-e-Azam University Islamabad

**Interests**

      Computer, Gardening, Solving crosswords/puzzles

**Professional Traits**

* Good organizer including yearly planner/timetable
* Good at introducing new methodology and techniques
* Give individual attention to students without overburdening them