**Teacher**

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| A Creative and resourceful teacher with proven ability to enhance students' performance, offering one year of experience which encourage students to develop emotionally, socially, & academically, according to their individual needs. I possess a positive and effective teaching style with the willingness to work above and beyond the call of duty. Proactive and well organized team player with high degree of attention and strong commitment to work plus excellent communication, negotiation, organizational, problem solving and time management skills. Seeks a more challenging work profile to utilize gained experience and management skills.  | **Strengths*** 1 year experience
* Teaching techniques.
* Highly conversant in MS Excel, MS Word
* Effective stress and time management
* Inspires creativity.
* Excellent verbal/written communication.
* Organizational skills
* Goal oriented – Reliable – Dynamic
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|  | **QUALIFICATIONS**  |
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| **Graduate in Commerce** – **Punjab University, Pakistan****Intermediate (Pre Eng)** – B.I.S.E, Rwp**S.S.C** **(Science)** –B.I.S.E, Rwp  | **1st div 2009** **2nd div 2006****2nd div 2004** |



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|  | **PROFESSIONAL EXPERIENCEE** |
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| **Primary School** **Teacher May 2009-April2010**  New **Siddique Public School, Shamshabad Branch RWP** Pakistan. . **Responsibilities:**• Teach English, science, numeracy, creative expression as well as physical education skills to all primary school students. • Develop students' abilities, interests and coordinate through mode of creative activities. • Present subject matter utilizing range of teaching materials and techniques. • Guide discussions and supervise work in class. • Test and analyze students for customized progress in oral and written work. • Enforce personal development by supporting students to utilize and develop capabilities. • Maintain and update attendance records as well as school discipline. • Involve in staff meetings along with educational conferences and workshops. • Conduct extra-curricular activities like supporting school concerts, sport & students special interest programs. • Organize classroom as well as learning resources to develop positive learning atmosphere. • Plan, prepare and present lessons catering to needs of entire ability range within classes. • Motivate students with enthusiasm and imaginative presentation. **Sports Team Moderator** **Responsibilities:** * To coordinate with sports coordinator and sports teachers, in order to facilitate planned sports activities.
* To supervise the students during the sports activities.
* To provide assistance to sports teachers during any sports event.
* To maintain attendance record of students who are participating in sports event.
* To supervise, plan, formulate, implement and evaluate sports club programs.
* To monitor and record all activities of the assign sports club in school**. Bestway Cement (HR/admin Officer)**
* Preparing job adverts, checking application forms, short listing, and conducting their interviews
* Administering payroll and maintaining employee records;
* working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures
* Call handling, dialing, receiving visitors, emailing, data compiling & arranging meetings
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Communicate clearly with work colleagues using emails etc.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at Office level.

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|  | **Key Skills** |
| * ERP database, sage sterling accounting Software, MS advanced Excel and MS word.
* Effectively work in-group & team
* Meetings the deadlines & time management skills
* Hardworkingarrow_down.bmp & Have ability to learn and apply new skills quickly
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|  | **Additional Skills** |
| * Successfully completed training on vital job skills By ASK development under **USAID** Pakistan job projects
* One day workshop on professional receptionist & executive sectary from falcon Engineering
* Two weeks training on civil defence from **Government of Punjab** Pakistan
* Proficient in MS Excel, MS Word , Email, Internet & Web Browsing applications
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|  | **PERSONAL DETAILS** |
| Nationality | : | Pakistani |
| Date of Birth | : | March 18, 1990 |
| Languages | : | English & Urdu  |

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**First Name of Application CV No:** **1671372**

Whatsapp Mobile: +971504753686

