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| Fatima |
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| **OBJECTIVE**   |  | | --- | |  |   **Applying for the post of a Social Studies or Primary teacher in an organization that will give me an opportunity to pass on my knowledge to the students in an innovative manner.**    **PROFILE**   |  | | --- | |  | | * Over 12 years of teaching experience, primary students and adults. * Experienced in managing school activities and follow various processes to maintain quality standards. * Resourceful and insightful, adapt quickly to changes. * Innovative, enthusiastic and uncompromising work ethic. * Conversational in English, Hindi and Urdu. * Good communication skills and ability to adapt to changing work environments. |   **SKILLS**   |  | | --- | |  | | * Excellent communication and written skills and ability to work with children of different aptitude and skills. * Ability to plan, collect material and deliver the lessons in the class. * Proficient at arranging the competitions and assessing the performance of the students. * Ability to teach the lessons in an interesting manner so that the students see the logic and retain the information. * Highly skilled in using the various tools to make the teaching interesting and effective i.e. books, music and games. * Ability to create an effective teaching method for the children. |   **EDUCATION**   |  | | --- | | **IGNOU, New Delhi, India, 2006-2007**   * Bachelor of Education (Scored 85%) | | **LUCKNOW UNIVERSITY – Lucknow, India, 2002 - 2004**   * Masters in English Literature (Scored 61%)   **LUCKNOW UNIVERSITY – ISABELLA THOBURN COLLEGE, Lucknow, India, 1999 - 2001**   * Bachelor in Arts-English, Economics, Geography (Scored 65%)   **LALBAGH COLLEGE- Lucknow, India, 1996-98**   * **Intermediate-Arts (Scored 62%)** | |
| **LANGUAGES**   |  |  |  | | --- | --- | --- | | |  | | --- | | * English (Proficient speaking and writing) | | * Hindi and Urdu (Native Speaker), Arabic (Reading and Writing) | | |
| **PROFESSIONAL EXPERIENCE**   |  | | --- | | ***TEACHER***  **Bilva Indian School, 2014-Present** | | * Taught Social Studies to 4th to 7th standard students. * Worked as Head of Department of Social Studies and coordinated planning and assignments for Year 1 to 7. * Conducted small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential. * Participated in ongoing staff training sessions. * Employ assessment tools and proactive strategies to improve instruction methods. | | ***TEACHER***  **The Westminster School, Dubai, 2007-2013**   * Taught English and Social Studies to 3 rd. and 7th standard students. * Worked in updating schemes of work, coordinated planning and assignments in History for year group 3. * Supported and helped in organizing year group events like Year group Assemblies and Sporting events. * Maintained accurate, complete and appropriate records and file reports promptly. * Attended and participated in faculty meetings and other assigned meetings and activities according to school policy. * Maintained lesson plans as required by school policy. * Participated in professional development programs and applied the concepts to classroom and school activities. | | ***TEACHER***  **City Montessori School, Lucknow, 2004-2006**   * Taught English and Maths to 4th and 5th standard students. * Made classroom presentations to students, demonstrating the importance of art to physical and mental well-being. * Organized various indoor and outdoor activities for students overall development. * Conducted cultural field trips to site including businesses, performing art centers and museums. * Organised and conducted educational programmes in FM Channel at CMS Gomti Nagar Branch. | | ***TEACHER & Inspection In charge***  **St. Mary College, Lucknow, 2003-2004**   * Taught English and Geography to 8th and 10th standard students. * Supervised High school students in their project work, Integrating reading and writing to offer new perspective. * Managed group of students from multicultural backgrounds, including Non-English speakers. * Inspected and monitor students’ performance regularly. | | ***TEACHER & “ Newspaper in Education” In charge,***  **Modern Academy, Lucknow, 2002-2003**   * Taught English and G.K to 8th standard students. * As a teacher in the “information exchange” program, taught students the ways of information exchange through educational and communication skills. * Conducted cultural programs to bridge cultural gaps between students and to bring uniformity and discipline in the school. * Co-operated with the Newspaper “The Times of India” in their NIE program where students were lectured on various other topics. Supervised NIE activities. | |
| **EXTRA CURRICULAR ACTIVITIES**   |  | | --- | | * Completed the “C++ course” from Boston Cyber Kids. * Completed the “Beginners course of Intel Teach to the future Program” * Remained as a “Newspaper in Education” (NIE) In-charge in Modern Academy. * Participated in many workshops held in “Isabella Thoburn College”. Attended various seminars and conferences and trained to enhance the overall development of the students. * Conducted some educational programs on FM in CMS. * Participated in various teacher training programs held in “The Westminster School” like 21st century learning, Using websites, Fun Starters, Level descriptors, Effective ICT, Child Protection etc. that can help the students in developing self-confidence in them and make them more independent. | |

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