***CURRICULUM VITAE***

Name: AYESHA

**OBJECTIVE**

A well-presented, dynamic and inspirational teacher who is committed to raising standards and ensuring that students acquire and consolidate knowledge, skills and understanding appropriate to the subject being taught.

**Professional skill**

 Knowledge of a wide range of effective teaching styles.

* Manage class budget and resources.
* Having a calm, yet assertive style of classroom management.
* Able to devise, write and produce new teaching materials, including audio and visual resources.
* Ability to manage classes well and deal with challenging behavior.
* Encourage others and having a positive outlook.
* Highly organized with the ability to lead a team of teachers.
* Ensuring a safe and secure learning environment for all students.
* Aware of relevant teaching & academic software.
* Making sure the classroom is kept tidy/attractive.
* Managing pupil homework, according to the school policy.
* Supporting & guiding teaching assistants.
* Supporting and supervising educational games, sports and craft activities
* Putting together displays of children’s work.
* Providing extra support for children with special educational needs.

**Management Skills**

* Ability to handle projects to achieve expected results.
* Regular user of Microsoft Office, including Excel, Word and PowerPoint.
* Excellent numeracy and literacy.
* Highly organized and efficient.
* Excellent communication skills, both written and verbal.
* Polite and professional manner.
* High level of attention to detail.
* Excellent organization and time- management skills .

**Personal Attributes :**

* Flexible and versatile team player who works hard to excel in any environment.
* Dedicated individual, achieving a reputation for consistently going beyond extra-mile.
* Impressive work ethic, reliable, dependable and ability to work under pressure and multi-task in fast-paced environment.

**Employment History**

Work As: Archives Clerk, Middle East & Euro Tours LLC

Duration: September 2011 to 2015 Present

**Academic qualifications**

I am doing MIT from Virtual university of Lahore.

 International English Language Testing System Over all band Score 5.0- 2014

Post Graduate Diploma in IT, Lahore College for Women University-2010.

Bachelor in Arts, University Of Punjab (Pakistan).

Inter mediate Board of Punjab, Lahore, Pakistan-2004.

 Lahore Board, Pakistan (2001).

**Job Seeker First Name / CV No: 1718088**

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