Sumayya

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**Personal Summary**

A competent, committed and experienced secondary school teacher with over 2 years of experience in the educational sector with a passion for education and proven track record of commended performance teaching grades 6th-8th, has the ability to use humor and imagination in the class room to encourage a learning culture amongst students, able to easily get along with colleagues, pupils and management. Currently looking for an opportunity to continue my career as a teacher with a reputed school.

**Work Experience**

**Karunya High school (Teacher) Oct 2014 – Sep 2016**

* Assemble detailed daily lesson plans in accordance with curriculum guideline, enforcing discipline and rules in the classroom, handling challenging behavior.
* Excellently fulfilled all the duties of a class teacher and guided students through the overall course structure and involved in the arranging of examinations.
* Ensuring that I am up to date with the latest teaching methods, as well as with my subject knowledge and maintenance of class performance in terms of grades and scores of Pupils.
* Provide a warm, supportive environment for developing academic, social and emotional growth and instill confidence and optimistic attitude in pupils.
* Established positive relationships with students, parents, fellow teachers and school administrators/staff.

**Webster High school (Internship) Jul’ 2014 – Aug’ 2014**

* Taught social studies and English subject to 8th standard, developed lesson plans in line with curriculum objectives.
* Helped students to prepare for examinations and assessed their progress throughout the term.
* Conducted meeting with parents and worked with other staff to plan and coordinate work.
* Keeping up to date with changes in the structure of the curriculum.
* Maintaining discipline in the classroom.

**Deloitte Tax Services**  **Jan' 2013 –April' 2013**

* Worked as an intern in Deloitte tax service supporting” Global Employer Services” (GES)
* National team and prepared IT returns of tax payers .
* Preparation of income tax return forms for: Reviewing financial records, such as prior tax return forms, income statements, and documentation of expenditures to determine forms needed to prepare returns.
* Preparing the tax returns of resident and non resident Indians and mailing to
* E- Delivery team.
* Paper-filing and E-filing the returns of tax payers and updating in the tracker.

**Educational Qualifications:**

Bachelor of education in social and English from Osmania University with Distinction(76% )
Bachelor of commerce from Osmania University(70% )
CEC from Board of Intermediate with Distinction (89%)
SSC from State Board (67%)

**Key Skills:**

* Excellent communication skill with fluency in spoken English
* Excellent command over comprehension.
* Strong knowledge of utilizing all the modern teaching aids.
* Ability to handle children of different age groups
* Expertise in using new teaching methodology to explain difficult topics.

**IT Skills:**

MS Word, Excel and Internet browsing

**Strengths:**

* Enthusiastic and hardworking
* Possess Positive attitude
* Responsible towards work
* Self-motivated and directed

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

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