***Curriculum Vitae***

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| ***FAIZA***    Personal Information  Date of Birth: 16- 01- 1979  Religion: Islam  Gender: Female  Nationality: Pakistani  ***Emai*** [***FAIZA.333099@2freemail.com***](mailto:FAIZA.333099@2freemail.com) |

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| **OBJECTIVE**  To work in a reputable organization to play a pivotal role in contributing to its success and growth through my managerial abilities while developing a long-term relationship based on trust and loyalty. |

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| **ACADEMIC QUALIFICATION**  Degree Name Bachelor of Education [ B. Ed]  Majors: English, Education  Degree Name Bachelor of Arts [ B.A]  Majors: English, Education  Degree Name Intermediate  Degree Name Matriculation |

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| **WORK EXPERIENCE**  Organization: **Al Amana Private School**  Organization Type Educational Institute  Designation: Lecturer in English and Social Studies  Location: Sharjah, UAE  Type of Experience: Full time  Tenure: April 2014 to July 2015  Duties and Description:  **Class teacher** of grade 5, handling all the issues related to the class including academics and discipline.  To teach **English and National Education** to the students of Grade 4 and 5 in British based curriculum.  To make lesson plan, worksheets, assessment tests, and exam papers.  To conduct extra-curricular activities. |
| Organization: **Star Private School**  Organization Type Educational Institute  Designation: Lecturer in English and Social Studies  Location: Sharjah, UAE  Type of Experience: Full time  Tenure: April 2008 to July 2013   * + **Approved as an assistant teacher from Ministry of Education**   Duties and Description:  **Class teacher** of grade 5, handling all the issues related to the class including academics and discipline.  To teach **English and National Education** to the students of Grade 4 and 5 in British based curriculum.  To make lesson plan, worksheets, assessment tests, and exam papers.  To conduct extra-curricular activities. |
| Taught English and Social studies to grade III, IV, V at **Green Shield Public** **School (Cambridge Karachi Pakistan)** From (2003 to 2008)  Taught English to grade IV – X at **Karachi Scholars School**, **(Cambridge** **Karachi Pakistan)** From (1997 -2000) |

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| **CERTIFIED COURSES OF PROFESSIONAL DEVELOPMENT PROGRAME:**  Propell Workshop for the TOEFL iBT Test in June 2016 { **by ETS the**  **official developers of TOEFL**  Dealing with controversial issues { by **ASSET (AKU-IED)**}  Effective Lesson Planning {by **ASSET (AKU-IED)**}  Developing oral communication skills in English  Support Academic Week students  English language teaching error  Correct pronunciation / commonly made errors while teaching  Process writing  Effective use of black boards and soft boards.  Unit planning and lesson planning **By (HABIB EDUCATION TRUST)** |

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| **COMPUTER SKILLS**  **Noor Computer Centre (N.C.C)**  **Course Title:** Fundamental Concept of Computer, Win Word, Excel and MS DOS  **Duration:** June 2001 - September 2001 |

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| **LANGUAGES**  English and Urdu (fluent) |

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| **AWARDS**  **Best teacher** award in Star Private School, (2011- 2012) |

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| **INTEREST:**  Drawing various forms of painting (include wood and glass) photography, reading coordinating program events, thespian and elocution arts. |

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| **BESIDES KNOWLEDGE IN THE ABOVE AREAS**  As a school prefect, I have held many responsibilities such as organizing school events, delivering speeches, and participating actively on the school council. This experience has taught me to use my own initiative, and developed my skills of public speaking and diplomacy. I believe I have the aptitude to work in any institute. I like to interact and communicate with the people; this has increased my Interpersonal skills a lot. I will pursue my career goals with the same determination and tenacity I have demonstrated. I can easily understand the behavior of people toward an object. I have experience to work under considerable amount of pressure so I can make up to mark of this post. I am an extraordinary team player because in my previous job I have managed such type of work with great effort. I am flexible and can easily work with challenging targets. |