**shaimaa moussa - CV NO:2003388**

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| **proffessional over view:** |  | A strategic leader with a progressive career with 13+ years, providing the vision and direction needed to achieve accelerated and sustained growth while decreasing cost.  Strong exposure to British, Canadian and Indian markets in Tourism, guiding and customer care field.  Capability to manage team works, achieving goals on time and teaching high school stages. |
| **Skills & Abilities:** |  | * A reliable, capable and enthusiastic employee who is able to take on the management and coordinating duties of any leadership role. Possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Also having a track record of coming up with practical improvement initiatives which enhance a company’s overall effectiveness and harnesses the latent potential of its workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development. * Excellent negotiation and problem solving skills. * Flexible with working hours. * Adaptable and have a positive attitude towards change. * Product portfolio management. |
| **Experience:** |  | **Ministry of Antiquities**  **2002 - 2003**  **Role: Antiquities documentation team of Helwan University students.**  **My Main Responsibilities were:**  A Mission of choosing, labeling and Documenting the Antiquities will be moved from the Egyptian Museum of Cairo to the New Grand Egyptian Museum.  -------------------------------------------------------------------------------------------------------------------------------- EASTMAR, Bahi, Abercrombie and kent travel Agencies. **2003 - 2012**  **Role: Free Lancer Tourist Guide and Egyptologist.**  **My Main Responsibilities were:**  Travelling with English, Canadian, American and Indian groups to different touristic destinations as a Tour-leader, and an Egyptologist performing the following tasks:   * Check in the hotel/ Nile cruise, each client accommodated in his/her cabin or room, making sure that all rooms fit all requested inquiries from the clients. * In case of any complaint from the accommodation, transportation, food or any other accident happens during the clients` stay, I was responsible to fix it in a proper way. * Guiding the clients in the different Touristic or Historical destinations, sticking to the schedule of the travel agency in Egypt.   --------------------------------------------------------------------------------------------------------------------------------------------  **Elite Language Academy.**  **2012 - 2014**  **Role: Head of English Instructors.**  **My Main Responsibilities were:**   * Interviewing new Instructors applying for vacancies in the Academy and making sure that chosen candidates are applicable for the Academy needs and running system. * Choosing curriculums and responsible for gathering all the materials needed for the courses based on the British system. * Fixing the placement tests for the new learners seeking our educational services and based on their English level, they join different course levels. * Teaching advanced level learners.   -----------------------------------------------------------------------------------------------------------------------------------  American School:  **2014 – Up to date.**  **Role: Social Studies English Head of Department.**  **My Main Responsibilities were:**   * supervision of the Teachers Team work teaching the lower and middle grades, the supervision includes: * Putting the teachers on the right track of the school general system and the American Educational system of common core standards and how can they apply them teaching Social Studies. * Preparing all course Outline, lesson Plans, Frame works and PBL of the whole year for all the Grades from 1 to 12. * Monthly Class visits to make sure that all teachers are following the correct trend of teaching social studies as per the American Curriculum. * Monthly reports for my team`s performance * Teaching high school (grades: 10 – 11 – 12) |
| **Education** |  | **High school:** Giza Language School (high school degree 99%)  **University :** Faculty of Tourism and Hotel Managements, Helwan University  **Major:** Guidance.  **Degree:** Bachelor**.** |
| **languages:** |  | **Arabic** (Native tongue).  **English** (excellent command of written and spoken English).  **Japanese** (Good command of Japanese). |
| **duties:** |  | Maintaining standards of good behavior by applying disciplinary action, as appropriate and in accord with the agreed Behavior Policy and Reward and Sanctions Policy.   * Delivering high quality lessons, evaluating their impact and developing future planning accordingly. * Making effective use of data to monitor and evaluate pupil’s progress. * Can provide feedback to parents on a pupil's progress at parents' evenings and other meetings. * Can accurately assess the needs of individual pupils. * Able to motivate and inspire pupils. * Fully aware of all Equal Opportunity laws and regulations. * Comprehensive awareness of Child Protection issues. * Willing to participate fully and share responsibility within a curriculum team. * Able to keep students focused in class by developing exciting and interesting ways of teaching lessons. * Using homework to consolidate and extend learning and encourage pupils to take responsibility for their own learning. * Mentoring and coaching. * Able to monitor and evaluate the teaching and learning process of pupils effectively. * Able to work collaboratively in a multi professional team. |
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**Best regards,**

**Shaimaa Moussa**

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| **Shaimaa Moussa – CV NO: 2003388**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |