**Sana**

[**Sana.335220@2freemail.com**](mailto:Sana.335220@2freemail.com)

**Objective:**

Creative, resourceful teacher with proven ability to enhance students’ performance. Looking to build a long-term career as an ecd teacher with opportunities for career growth and to keep up with the cutting edge of the teaching technologies.

**Strength:**

* Confident and energetic.
* Hard worker and fully committed.
* Responsible and punctual.
* Multi-Tasking.
* Effective communication, interpersonal, and creative skills .
* Ability to use computer and build presentations.
* Immense knowledge of food and nutrition necessary for children.

**Technical Expertise**

* Microsoft Office 2010.
* Microsoft Excel 2010.
* Microsoft Power Point.
* Good at Google Searching.
* Social networking.

**Professional Experience**

(ECD Instructor) **Oct 2015 – to date**

Sultan Mohd Shah Aga Khan School

* Help students engage in study and learn about the world around them.
* Encourage students to actively play and explore.
* Arranging for remedial classes for weak students.
* Making of soft boards related to theme.
* Monitor underperforming students and develop plans with parents to work on.
* Provide diverse hands-on activities to improve critical thinking skills.
* Ensuring clean and hygiene environment in class.
* Giving exposure to different art medium.
* Having practical material arrange for giving concepts.
* Lesson planning and making worksheets.
* Incorporated technology into classroom to increase student participation and knowledge.
* Setting up for learning corners.

(Teacher / Coordinator) **April 2013 – June 2015**

The Smart School

* Appointed as a teacher for Play group / coordinator for Montessori section.
* Making of soft boards
* Arranging theme based activities
* Designing worksheets for children
* Checking planners and making their implementation.
* Working in low cost no cost environment
* Keeping a track record of slow learner students.
* Interacting with parents and guiding them regarding their children.
* Ensure safety and cleanliness.
* Used instruction demonstrations play videos and outside activities.
* Prepared reports for parents and documented attendance and progress for administration.
* Identifying and correcting behavioral issues with interventions and supports.

(Teacher)

The Student Academy **Feb 2011 - Nov 2012**

* Impart lessons as per school curriculum.
* Manage field trips to enhance and facilitate learning process.
* Develop, submit and implement weekly age and curriculum specific lesson plans.
* Maintain progress records of children and communicate the same to parents.
* Took necessary actions to encourage parent participation.
* Effectively collaborated with coworkers and managers.
* Interacted with the children on regular basis and conducted informal assessments when directed.

**Recent Awards**

* TOIEC certification – 2016
* English language educator certification - 2016
* IELTS academics certification – 2013

**Education**

The Aga Khan University

* Advance Diploma in Early Childhood Development. **Year 2016**

University of Karachi

* M.A in Mass Communication **Year 2010**
* B. A (Hons) in Mass Communication **Year 2009**

Board OF Higher Secondary Education, Karachi.

* HSC examination **Year 2006**

Board of Secondary Education, Karachi.

* SSC examination **Year 2004**

**Languages**

* English
* Urdu

**Personal Information**

* **Religion:** Islam
* **Date of Birth:** 26 Jan 1989
* **Nationality:** Pakistani
* **Status :** Married

**References**

Available on request.