Mifrah

E-mail: [mifrah.351899@2freemail.com](mailto:mifrah.351899@2freemail.com)

|  |  |  |
| --- | --- | --- |
|  | EDUCATION |  |
|  |  |  |
| Higher Secondary School | | October 1999 — March 2011 |
| *The Wendy School* | |  |
| Secondary School Certificate | | March 2013 — April 2014 |
| *Government College of Commerce And Economics* | |  |
| Bachelors In Business Administration | | January 2015 — Present |
| *Iqra University* | |  |
|  | Majors Subject: |  |
|  |  |  |
|  | Management |  |
|  | Accountings |  |
|  | Mathematics |  |
|  | English |  |
|  | Arts and Crafts |  |
|  |  |  |



WORK EXPERIENCE



The Wendy School Jan 2015 — September 2015

*Teacher*

Jan 2015 - March 2015:



**English Teacher**

**Responsibilities:**



***Teaching English Language to students between class VI to VIII.***



***Teaching English Literature to students between class VI to VIII.***



***Teaching Maths to students between class IV to X***



***Teaching Urdu as a second language to students between class VI to VII.***



***Maintaining records***



*April 2015-September2015:*



**Co-ordinator and Math Teacher**



Mifrah Fatima 1

**Responsibilities:**



***Assist the head in handling all academy affairs. Curriculum planning and execution. Computerization of students progress cards. Individualized students assessment system. Strategic planning and systems implementation.***



***Utilization of students strength and available resources. Mentoring staff and students for better performance.***



***Designing appropriate instruction programes for continuous assessment. Communicating learner’s progress twice a term to the parents.***



***Creating a healthy classroom environment, to foster positive learning. Providing opportunities to all learners.***



***Planning and execution of all co-curricular activities. Conducting class assembly twice in a month. Exploring and utilizing CIE resources.***



***Enabling students to achieve success in various competitive examinations at all levels viz. state, national & international as a Mentor.***



***Evaluating students’ twice in a month and in Test series.. Preparing academic planner and course outline for all subjects. Handling parent’s concerns on daily basis.***



SKILLS AND COMPETENCIES



***Good Listening skills.***



***Patience.***



***Can manage stressed condition.***



***Good communicator.***



***Visionary.***



***Team building.***



***Leadership skills.***



***Practical decision making.***



***Creative***



***Self-motivated.***



***Result oriented.***



***Able to maintain high quality standards.***



***Handling crises.***



***Excellent academic knowledge.***



***Maturity.***



***Ability to assess student’s requirements and fulfill them.***



***Confident***



***Effective communication skills***



Mifrah Fatima 2

***Ability to teach the lessons in an interesting manner so that the students see the logic and retain the information.***



***Participating style of teaching.***



***Well versed with virtual teaching platforms.***



***Quantitative skills.***



***Quantitative skills.***



***Good listener.***



***Good Oral & written skills.***



***Ability to explain tough concepts.***



***Ability to assess the student's needs and provide them the required guidance.***



***Ability to motivate the children, so that they will consider themselves a special personality.***



*Linguistic Skills*:



**English** **Fluent**

**Urdu** **Fluent**

ACHIEVEMENTS



Best teacher award in School



Special recognition by Principal for good work. 100% result in every class.



More than 70% students have achieved distinction in board exams.



Certificate for Teachers Mehendi Competition.



Certificate in Teachers Mono Acting Competition.



Certificates for Active Participation in Science and Art Exhibition.



Experience of teaching Std. X for 1 year.



CAREER GOAL



***To be a teacher with a difference by successfully working in the school with high performing teams and revolutionizing the way education is imparted and want to be a good mentor with an ability to explain tough concepts in an easy way, inspire and motivate the students; seeking an opportunity to work as a mathematics teacher..***

***Teaching professional career that is imaginative and includes several artistic medium to encourage and inspire students.Offer support and well-disciplined environment to ensure the success of each and every child.Providing creativity and imaginative, work in arts to open minded and creative students.***



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