Rabia

[Rabia.357979@2freemail.com](mailto:Rabia.357979@2freemail.com)

Objective:-

Seeking for a position which allow me to use my education, skills and past experiences in a way that is mutually beneficial to both me and my employer.

Education:-

* Master In English

University of the Punjab – Pakistan

(Year 2012)

Work Experience:-

**English Teacher For Grade 9th & 10th**

From Feb-2016 To Oct-2016 – (8 Months)

Classic School System – Pakistan (Sialkot)

Responsibilities:-

* Teaching English as a subject to the students as per given syllabus
* Handling all the matters related to students' problems being the class teacher
* Performing all the duties as a class teacher like conducting tests, weekly and monthly assessments and preparing their results.
* Performed as a subject coordinator
* Paper-setting for the weekly and monthly assessments
* Acting as an invigilator during the examination
* Preparing the result of the students for the final examination
* Attending the parents at Parents teachers' meetings

**English & Pak Studies Teacher for Middle Classes**

Harvard Grammar School– Pakistan (Sialkot)

From Sep-2010 To Apr-2015 – (4 Years & 7 Months)

Responsibilities:-

* Performed as a cell incharge in examination department
* Attended workshops on lesson planning, classroom management and teachers training.
* Carrying out duties as designated by the Principal
* Decorated theme based school soft boards, prepared weekly/monthly class lesson plans.
* Workshop on Lesson Planning a Classroom Management
* Carried out & assisted with school days preparation and organization of annual events
* Attended several Parents teachers meetings and got excellent comments and appreciation.

Personal Details

Nationality Pakistani

Material Status Married

Date Of Birth 17-Aug-1989

Religion Islam