**Afifa** **Afifa.359199@2freemail.com**

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**Summary**

Served as Primary School Teacher providing comprehensive supervision and support to students. Adept at creating an atmosphere conducive to learning while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive productive learning environment through astute observation and engagement.

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**Education**

**Matriculation**

**1st Division**

**Intermediate**

**I.com**

**Bachelors**

**B.com**

 **Major subjects, English, Business Communication, Ethical behaviors, Accounting**

**Diploma**

**Textile and fashion designing from National Textile Institute Islamabad (6 months of course)**

**Diploma**

**6 months of diploma in Montessori course.**

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**Highlights**

• Significant understanding of teaching concepts
• Excellent ability to engage with students
• Strong understanding of child behaviors
• Ability to put together customized lesson plans
• Exceptional organizational skills
• Outstanding English communications abilities / skills.

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**Work Experience**

**Primary School Teacher**

**Mr. Cabin High School (On probation Period 6 months)**

**Rawalpindi**

* Assembled detailed daily lesson plans in accordance with curriculum guidelines.
* Planned classroom activities and arranged for class field trips when appropriate.
* Reviewed student assignments and provided a fair evaluation of all work.
* Monitored progress on national and state testing.
* Assisted with the selection of classroom materials.
* Responded to inquiries from parents.
* Organized annual day functions

**Primary School Teacher**

**The Educators School (Project of Beaconhouse School System)**

**Rawalpindi**

* Ensured that students were welcomed into a positive environment conducive to learning.
* Established positive relationships with students and provided tutoring when necessary.
* Assessed student progress and adjusted lesson plans based on student abilities.
* Participated in regular meetings with the administrator to provide input.
* Delegated some responsibilities to classroom teaching assistants.
* Handled disciplinary issues in accordance with school guidelines.
* Offered constructive feedback to students and parents.
* Maintained an inventory of classroom supplies.

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| **HIGHLIGHT OF SKILLS** |
| **Computer Literacy*** Skilled in use of Macintosh and Windows OS
* Proficient in use of Microsoft Office (MS Word, MS Excel)
* Experienced in use of internet for research

**Linguistic Skills*** English *(Fluent)*
* Urdu *(Fluent)*
* Pashto
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| **REFERENCES** |
| References can be made available on request |