**Lubna**

[**Lubna.361373@2freemail.com**](mailto:Lubna.361373@2freemail.com)

**Career Summary**

I am writing to show my interest to serve your institution as a Teacher. I did my MA/M.ED from University of Kashmir and I did computer Diploma of one year. I have experience of 2 year teaching in a primary class, 2 year experience in high school and also I have 2 year experience in higher secondary school. I have capability to work harder and I tend to do my best in my field. I am sure it would be worthwhile for us to meet and to get a challenging position of teacher in which I can utilize my experience and make the bright career of students.

**Career Objective**

Seeking the position of a Teacher in an organization that will give me an opportunity to pass on my knowledge to the students in an innovative manner, where i can groom up the young generation with my knowledge and ability and give me the opportunity to utilize my skill set for the progress of the organization.

**Experiences:**

th (2)***Blessings nursery school***

*May 2010- November 2011 (1 years 8 Months) India Kashmir*

**Responsibilities:**

* Supervising school children in the playground.
* Using speech and body movements to communicate with class.
* Being alert to situations that require immediate attention and then responding appropriately.
* Managing day to day running of the classroom.
* To provide fun and safe learning environment that can help interest in learning children.
* Taking special care of each and every student.
* Conducting dance shows, fancy dress competition and decorating class according to various themes.
* Using play way method and learning by doing methods in class room.

th ***Green Valley Education Institute.***

*From March 2013- April 2015 (2 years) India Kashmir*

**Responsibilities:**

* Inspiring the students to learn the new things and shaping their future according to their interest.
* Interacting with each student and helping them solve their problems.
* Arranging meetings with parents and discussing the development of the children.
* Teaching the basic skills of language with phonics sounds and awareness of science and nature.
* Positive attitude towards children.
* I like to take extra classes for special needs students whenever needed.
* Developing various aspects of children i.e. physical, emotional, mental, and social by allowing them to learn them according to their creativity.
* Organizing the students in the group so they can interact with each other and socialize.
* Creating effective lesson plans which enables students pick up topics easily.

th (1)***Crescent Public High School***

*From May 2015- November 2016 (1 years 9 months) India Kashmir*

**Responsibilities**

* Lecturing and discussing concepts.
* Arranging classes and trips.
* Creating effective and engaging lesson plans.
* Prioritizing teaching methods.
* Completing parent and student counseling.
* Enforcing rules and disciplinary action.
* Preparing material for presentations.
* Grading tests and conducting progress reports.
* Recordkeeping student activities in accordance with laws and school policies.

**Achievements:**

* Attending many seminars, meetings and deliver many speeches.
* Successfully organized workshop for 1000 students.
* Best teacher awarded in November 2014.
* Topper in M.ED (Masters in education).

**Qualifications:**

* (B.com)Bachelors in Commerce from the University of Kashmir.
* (B.ED)Bachelor’s in education from university of Kashmir.
* (MA)Master’s in ARTs from university of Kashmir.
* (M.ED) Master’s in education from university of Kashmir.
* Basic computer course CCC from DOAECC.

**Skills:**

* Computer Literate ( MS Office, Filing and Encoding)
* Internet Savvy.
* Good listening and Communication Skills.
* Language: Fluent in English, Hindi, Urdu, and Kashmiri.
* Able to read and write Arabic.