**A F S H A N**

**AFSHAN.361471@2freemail.com**

**T E A C H E R**

**PEOPLE SKILLS**

* EXCELLENT

VERBAL

COMMUNICATION

SKILLS

* TIME

MANAGEMENT

* ABILITY TO

INTERACT WITH

COLLEAGUES

* FRIENDLY

APPROACH

* CAN WORK UNDER

PRESSURE

* CAN BEAT

DEADLINES

* LEADERSHIP

QUALITIES

* SUPERVISOR

STRENGTHS

**BACKGROUND**

I HAVE OVER 5 YEARS OF EXPERIENCE IN **TEACHING**.

**MY STRENGTHS :**

* Self-Confident
* Quick learner
* Honest
* Hard Working
* Detail oriented and strong interpersonal skills
* Good Conceptual, Analytical and Logical skills
* Ability to work individually as well as in group-environment.
* Communication
* Ability to explain with ease
* Planning and execution
* Management



**JOB OBJECTIVES**

Seeking a position as a Computer Teacher in an organization allowing me an opportunity to implement my practical knowledge to shape up the next generation.

**Overall Functions**

* To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority.
* To teach and educate students according to the educational needs, abilities and attainment potential of individual student entrusted to his/her care by the Head of School or Head of Unit.

**My Role**

* Carrying out initial and/or diagnostic assessments.
* Clear communication with our learners, other professionals and colleagues.
* Promoting appropriate behaviour and respect for others.
* Identifying and meeting individual learners’ needs.
* Being aware of the support mechanisms available.
* Being organized.
* Being reflective, which means learning from successes as well as mistakes.
* Profound knowledge of computer language and ability to teach the language for all sorts of students.
* Excellent communication skills as well as ability to explain the text.
* Highly skilled in using the different course books and material for teaching.
* Ability to plan, collect material and deliver the lessons in the class.
* Proficient at arranging the competitions and assessing the performance of the students.
* Ability to inspire the students for desired results in the language teaching task.

**EMPLOYMENT**

**Since June 2011**

**HIGHLIGHTS OF MY CAREER INCLUDE:**

1. **Computer Teacher**

**St. Marina’s English School**

**June 2015 - April 2016 Responsibility**

* + Responsible for teaching the assigned subject and the projects related to the particular subject.
	+ Helping and guiding the students for any problems that they come across academically.
	+ Guiding and motivating students to take part in extra-curricular activities.
	+ Managing and co-ordinating annual functions, trips, etc.
	+ Promoting a safe and supportive learning environment.
	+ Planning, preparing and delivering lessons to all students in the class.
	+ Teaching according to the educational needs, abilities and achievement of the individual student and group of students.

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* + Providing the necessary information and advice to the designated personal in the school and/or College and to provide all the necessary information regarding requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her.
1. **Computer Teacher**

**St. Francis School [ CBSE ] December 2014 - April 2015**

**Responsibilities**

* + Promoting a safe and supportive learning environment.
	+ Promoting equality and diversity.
	+ Modeling professional behaviour at all times to inspire our learners.
	+ Ensuring our own professional development to deliver accurate learning’s to students.
	+ Contributing to a team of professionals in order to improve the experience and achievement of our learners.
	+ Designing or contributing to the design of the course curriculum negotiating appropriate learning targets for the group and individuals as appropriate to their needs and aspirations as well as the course aims.
	+ Planning learning activities based on the needs of our group(classes handled) and specific individual needs within the group.
1. **Computer and Maths Teacher Cambridge International School June 2012 - Dec 2014**

**Responsibilities [ COMPUTER ]**

* The job primarily involved training the enrolled students in Computer Science.
* Teaching computer science from grade 1 to grade 7 students.
* Responsible for teaching the assigned subject and the projects related to the particular subject.
* Guiding and motivating students to take part in extra-curricular activities.
* Planning, preparing and delivering lessons to all students in the class.

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**Responsibilities [ MATHEMATICS ]**

 Teaching maths from grade 1 to grade 4 students.

* + Promoting a safe and supportive learning environment.
	+ Promoting equality and diversity.
	+ Designing or contributing to the design of the course curriculum negotiating appropriate learning targets for the group and individuals as appropriate to their needs and aspirations as well as the course aims.
	+ Planning learning activities based on the needs of our group(classes handled) and specific individual needs within the group.
1. **Maths and Physics Teacher Lucky School**

**June 2011 - April 2012 Responsibilities [ PHYSICS ]**

* + Teaching physics for V, VI and VII students.
	+ Designing or amending learning resources that are varied, appropriate to the award aims, and intellectually challenging for your learners.
	+ Keeping accurate records to contribute to your organisation’s quality improvement strategy. This will include keeping accurate records of recruitment, retention, achievement and progression of our group, as well as evaluation of how these can be improved.
	+ Keeping accurate records of individual learners’ progress and future needs. This is often recorded in the form of an individual learning plan.
	+ Providing learners with appropriate points of referral as required.

In terms of this last point, during the course your primary aim is to enable each learner to achieve to the best of their ability through working in a safe and supportive environment. It is therefore our responsibility to know who our learners should contact if they need any additional support or specialist information, such as:

* + - Finance.
		- Health.
		- Study skills.

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**Responsibilities [ MATHEMATICS ]**

* Teaching mathematics for V, VI and VII students.
* Promoting a safe and supportive learning environment.
* Promoting equality and diversity.
* Designing or contributing to the design of the course curriculum negotiating appropriate learning targets for the group and individuals as appropriate to their needs and aspirations as well as the course aims.
* Planning learning activities based on the needs of our group(classes handled) and specific individual needs within the group.

**EDUCATION**

* **POST GRADUATE COMPUTER SCIENCE, 2014**

JSS College of Arts, Commerce and Science - India

* **BACHELORS IN SCIENCE, 2012**

Yuvraja’s College - India

* **PHILOMENAS PRE -UNIVERSITY COLLEGE, 2009**

Karnataka Board University, India

* **High School Certificate, 2007**

Good Shepherd Convent, India

**LANGUAGES KNOWN**

English, Urdu, Hindi, Kannada

**PASSPORT DETAILS**

Visa status : Family Visa

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**PERSONAL INFORMATON**

|  |  |  |  |
| --- | --- | --- | --- |
| Nationality |  | : | Indian |
| Marital Status | : |  | Married |
| Date of Birth | : |  | June 29, 1991 |
|  |  |  |  |

**Declaration**

I do hereby declare that the information and facts stated above are true, correct and complete to the best of my knowledge and belief.

**Yours Faithfully**

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