

**JALAL**

**Email:** [**JALAL.361820@2freemail.com**](mailto:JALAL.361820@2freemail.com)

**Personal information:**

* Date of Birth : 10/08 /1988
* Nationality : Indian
* Civil Status : Male, Single.
* Religion : Islam

**Objective**:

My career objective is to achieve maximum knowledge and be a good social worker so that I can serve the community at large. I look for opportunities in the education field to work with commitment and produce good results and create a good society.

**Work experience:**

* New Indian Model School, Dubai – November 2014 to till date.
* Apex public school Calicut, TGT- Social studies teacher December 2012 to June 2014.
* July 2011 to October 2012 in Hidayat-ul-anam Madrassa, Vatakara, India as an Islamic teacher.
* Shamsul Ulama Islamic Academy kuthuparamaba, Kannure, Kerala, India as Arabic and an Islamic Studies Teacher(Left institution due to admission of B.Ed).

**Core Competencies**

* Creative Lesson planning \* Challenging corner for High flyers.
* Students tracking \* Standardized Testing / Scoring.
* Curriculum Development \* Learner Assessment
* Collaborative learning \* Experiential Learning
* Classroom Management & Discipline \* Special care for SEND students.

**Key Contributions:**

* Maintain IEP’s for SEN students. Special care for SEN students by graded worksheets and buddy system etc.
* Challenging corner and critical thinking questions for High flyers.
* Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
* Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors. As a result, selected to lead district-wide in-service on classroom management.
* Established positive relationships with students, parents, fellow teachers and school administrators/staff.

**Job profile**:

* **A full range of secretarial & teaching duties and assist the Manager with a variety of Perform clerical, technical and routine administrative duties; facilitate communications between the Manager, staff and the public.**
* **Edit and prepare a variety of correspondence, memoranda, reports and other materials; compose routine correspondence.**
* **Teaching Religious and Material subjects along with computer knowledge.**

**Academic qualifications:**

* Graduation in Islamic Studies and Human Sciences – Imam Gazzaly Academy.
* B.Ed. Degree in Social Science – University of Calicut.
* Bachelor of Arts in Economics (BA) – University of Calicut.
* Degree in Islamic Studies and Human Sciences – Imam Gazzaly Academy.
* Diploma in English, Arabic and Urdu language – Imam Gazzaly Academy.
* Hizbul Qur’an certificate – Imam Gazzaly Academy.

**Strengths**

* Having excellent command of English, Arabic, Hindi, Urdu and Malayalam languages; written and spoken.
* Hard working, patient, confident, disciplined, dedicated and result oriented.
* Honest and sincere nature and having a high sense of responsibility.
* Well organized, methodical and have good time management skills.
* Able to work well under pressure and meet the deadlines.
* Ability to get along with any kind of person or situation with ease.
* Always willing to learn and accept suggestion and criticism with grace.
* Optimistic and having a positive approach towards problems.
* Keen on acquiring new knowledge and skills.
* Unequally adapt of work independently and as a team member.

**Skills**

**COMPUTER KNOWLEDGE**

* Operating System: Windows.
* Office Applications: MS Office, Adobe
* Typing: English and Arabic
* Internet proficiency
* DTP(corel draw , Photoshop, PageMaker)

**Translation skill:**

**Translation from**

* English-Arabic

**Languages known:**

English, Arabic, Urdu, Hindi and Malayalam.

**Declaration:**

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date: / /2017