Sharmeen

Email [**sharmeen.361887@2freemail.com**](mailto:sharmeen.361887@2freemail.com)

A highly motivated and goal oriented professional pursuing a challenging career in Teaching**.** I have a commitment to delivering high quality teaching in order for children to enjoy, achieve and reach their full potential. My experiences within teaching have extended across all years within the whole Primary phase .A calm, caring and positive approach to teaching has helped me to create emotionally secure learning environments within the classrooms I have taught in. I am a firm believer that it is a teacher’s responsibility, alongside intellectual and physical development, to help children to grow spiritually and socially. My lessons frequently include a range of teaching styles that include visual, auditory and kinaesthetic opportunities to learn. I have a strong passion to educate young minds and help them blossom into well-rounded, responsible and successful individuals. My greatest strengths include inspiring and motivating students. I actively engage their eager minds by incorporating a variety of manipulative, enjoyable activities, and cooperative learning projects.

### *PROFESSIONAL EXPERIENCE*

* **Madar International School – Al Ain, UAE**

**Primary Homeroom Teacher- Grade 3**

**List of Duties:**

* Worked as a Primary Homeroom Teacher for Grade 3.
* Teaching English Literature and Grammar, Math, Science and SSE.
* Marking test papers on a weekly and monthly basis and planning lessons for every lesson each week.
* Providing students with opportunities to observe, question and investigate all facets of learning.
* Providing regular feedback to parents regarding academic progress and attainment.
* Successfully communicating learning objectives and ensuring that they are met.
* Differentiating lessons to provide students with various means to achieve learning objectives.
* Engaging students in their own learning experience through student-led, project-based activities.
* Improving classroom dynamic through IT integration.
* Developing individualized learning plans for students with special needs.
* Ensuring all objectives of the medium term plan for English are being met on a weekly basis.
* Taking part in many Professional Development Workshops including behavioural and classroom management.
* Ensuring lesson plans are completed for each class and make sure they are differentiated to suit each level of learning.
* **Whetley Primary School – Bradford, United Kingdom**

**Primary English Teacher Sept. 2012- March 2016**

**List of Duties:**

* Worked as an English Teacher for Primary Classes.
* Teaching English Literature and Grammar.
* Marking test papers on a weekly and monthly basis.
* Providing students with opportunities to observe, question and investigate all facets of learning.
* Providing regular feedback to parents regarding academic progress and attainment.
* Successfully communicating learning objectives and ensuring that they are met.
* Differentiating lessons to provide students with various means to achieve learning objectives.
* Engaging students in their own learning experience through student-led, project-based activities.
* Improving classroom dynamic through IT integration.
* Developing individualized learning plans for students with special needs.
* Ensuring all objectives of the medium term plan for English are being met on a weekly basis.
* Taking part in many Professional Development Workshops including behavioural and classroom management.
* Ensuring lesson plans are completed for each class and make sure they are differentiated to suit each level of learning.
* **First Direct Bank (HSBC) – Leeds, United Kingdom**

**Customer Account Executive July 2011- Aug 2012**

**List of Duties:**

* My main responsibility was to solve customers’ accounts queries with regards to their online banking and help them educate themselves on the online banking.
* Negotiated with banks and established credit facilities to meet the operational & growth requirements.
* Complete their accounts password resets and internet banking registrations.
* Understanding company’s core values and working according to them was very an important role of this job.
* Answer any query with regards to transactions, statements, bill payment, direct debits and standing order.
* My job role also included doing telephone banking for customer i.e. setting up transfers, bill payments, standing orders and recipients over the phone.
* Providing excellent customer service without taking a long time on the phone.
* Being compliant and competent was the most important factor of my job role.
* I was also responsible to be friendly, helpful, sympathetic and efficient.
* **City & Provincial Estate Agents – Bradford, United Kingdom**

**Mortgage Advisor Nov2008- July 2011**

**List of Duties:**

* Complaints handling, ensuring customer satisfaction and working within a team based environment.
* Planning and organisation, problem solving and ensuring commitment to avoid dissatisfied customers.
* Cashed cheques and handling cash up to the value of £15000
* Filing paperwork to ensure security checks were met before individuals could be considered for having their cheques cashed.
* Ensuring individuals were who they claimed to be and were living at the address they declared as their own by checking their identities through passports, driving licences, utility bills etc.
* Providing mortgage advice to people regarding selling and buying houses.
* Carrying out the accurate documentation checks to pass the mortgage through.
* Entering client data into the system and gathering all required information
* **Academic Qualification**
* **DEGREE IN ACCOUNTS AND FINANCE**

University of Bradford

* **EDEXCEL BTEC HIGHER DIPLOMA in BUSINESS**

**Triple Grade Distinction**

Sep 2010- July 2012 Bradford College, Bradford, United Kingdom

* **EDEXCEL BTEC FIRST DIPLOMA in BUSINESS**

**Grade Distinction**

Sep 2009 – July 2010Bradford College, Bradford, United Kingdom

* **CERTIFICATE OF ADULT LITERACY**

July 2009 City and Guilds of London Institute

* **ENGLISH AND MATHS GCSE**

Nov 2009 Bradford College, Bradford, United Kingdom

* **OCR LEVEL 2 KEY SKILL in APPLICATION OF COMMUNICATION**
* **OCR LEVEL 2 KEY SKILL in APPLICATION OF NUMBER**

April 2010 & Aug 2010 Bradford, United Kingdom

* **CERTIFICATE OF ADULT NUMERACY**
* **ESOL CERTIFICATE**

Jan 2009 & May 2009 City and Guilds of London Institute

* **IFS CERTIFICATE IN FINANCIAL STUDIES**

Sep 2010 – July 2012 Bradford College, Bradford, United Kingdom

* **AWARD in DEVELOPING BUSINESS ENTERPRISE**

Sep 2010 – June 2011 Bradford College, Bradford, United Kingdom

### *STRENGTHS*

* **Planning & Organizing -** Demonstrate organizational skills & ability to establish priorities & to plan effectively
* **Communications -** Good interpersonal skills, proven ability to write in a clear & concise manner & to communicate effectively.
* **Client Orientation -** Ability to establish & maintain effective relationships with colleagues, other staff and outside collaborators.
* **Teamwork -** Ability to establish & maintain effective working relations with people of different national & cultural background with respect for diversity.
* **Professionalism -** Sound analytical skills, ability to sort, consolidate, extract & process data & variety of qualitative information.
* **Management** – Look for ways to improve and promote quality; Demonstrate accuracy and thoroughness.
* **Ethics** - Treat people with respect; inspire the trust of others & Uphold organizational value.

### *COMPUTER SKILLS*

* Proficiency in MS application courses
* [Public Speaking](https://www.linkedin.com/topic/public-speaking?trk=mprofile_topic)
* [Customer Service](https://www.linkedin.com/topic/customer-service?trk=mprofile_topic)
* [English](https://www.linkedin.com/topic/english?trk=mprofile_topic)
* [Teaching](https://www.linkedin.com/topic/teaching?trk=mprofile_topic)
* [Strategic Planning](https://www.linkedin.com/topic/strategic-planning?trk=mprofile_topic)
* Lesson Planning
* Curriculum Design

***PERSONAL DETAILS***

* Date of birth 2nd February 1992
* Nationality British
* Languages known English
* Driving License Valid U.K Driving License