

**SAIMA**

**Saima.363387@2freemail.com**

**Career Objective**

 Seeking an opportunity to serve as a school teacher in a reputed school & share my knowledge & talent to educate the student & make them literate to survive in today’s world.

**Personal Profile**

 I feel that my greatest strengths are my ability to understand & meet the needs of children individually & in a classroom environment. Having a clear understanding of the importance of confidentiality & being able to provide a stimulating, caring and consistent environment for students.

**Key Skills**

 **Good Organisational Skills**

* Ability to handle children of different age groups.
* Expertise in using new teaching methodology to explain difficult topics
* Pre-planning lessons.
* Correcting homework daily and returning homework copies on time.

 **Excellent Communicator**

* Clearly explaining the lesson.
* Understanding the student and explaining according to their need.
* Lenient in handling the children.

 **Ability to work within a team**

* Working alongside other members’ of staff.
* Coordinating with teachers of other sections and classes.
* Strong passion towards teaching.
* Positive attitude with all.

**Educational Qualifications**

 **Allama Iqbal University, Pak.**

 Bachelor of Education 2012 – 2013

Major Subjects (Islamic Studies & English)

 **University of the Punjab, Pak.**

 Bachelor of Arts 2009 – 2011

 **Rawalpindi Board, Pak.**

 Intermediate (HSC) 2007 – 2009

 **Rawalpindi Board, Pak.**

Matriculate (SSC) 2005 – 2007

**Technical Skills**

 Extensive knowledge of Internet, computer software’s (MS–Office Suite) & also knowledge with computer’s hardware system.

**Language Known**

 Urdu, English, Punjabi, Arabic, Hindi.

**Employment Summary**

 **School Teacher for High Classes** 2013-2015

 Helping students to learn with confidence and providing them with the tools to make learning a positive experience. Providing a classroom presence and contributing to the positive ethos of the school. Putting students first by demonstrating energy, vision and creativity.

 ***Responsibilities & Skills:***

* Helping students to define and identify difficulties and overcoming them.
* Tailoring teaching methods to suit the needs of individual students.
* Planning, preparing and delivering lessons to a range of classes.
* Marking work and giving appropriate feedback to students.
* Researching and using a variety of materials to reinforce concepts.
* Managing students’ behaviour in the classroom and on school premises.
* Administrating and marking examinations.
* Preparing coursework for students and the class.
* Putting up displays in the classroom.
* Liaising with other teachers and provide solutions to any problems that occur with pupils.
* Keeping parents updated about their child's progress.
* Arranging homework.

 **Internship for 1 month** [May 1st, 2013 – May 31st, 2013]

**During My B.Ed. Classes**

***Responsibilities:***

* Impart education on children according to the syllabus
* To create interest amongst the children
* Devise interactive methods to teach the students
* Assigning Homework and giving feedback
* Maintain records on student’s’ progress.
* Applying innovative interactive methods to make learning fun.

**Interests**

 I love to visit different places, I can’t refuse to go anywhere anytime. I also enjoy reading ancient literature. I have a love for history & enjoy studying about historical events & personalities. I also enjoy listening music, watching movies & playing different games.

**Personal Information**

* Age : 24 years old
* Date of Birth : May 13, 1992
* Citizenship : Pakistani
* Civil Status : Married
* Gender : Female