farheen

Farheen.363745@2freemail.com

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**PROFESSIONAL SUMMARY**

Seeking an opportunity to build my career in an association with a professionally managed organization, where I can distinctively contribute towards achieving mutual goals and excel my competence, while employing my educational qualifications and skills.

**SKILLS**

Classroom discipline Positive reinforcement

 Planning Interpersonal skills

 Creative learning strategies Creative questioning

 Positive learning environment Teaching/Tutoring

**PROFESSIONAL Duties:**

* Developing lesson plans in line with curriculum objectives.
* Helping to prepare pupil’s for examinations.
* Assessing and recording a pupil’s progress throughout the term.
* Working with other staff to plan and coordinate work.
* Keeping up to date with changes in the structure of the curriculum.
* Taking part in school weekend events.
* Meeting parents and school governors.
* Maintaining discipline in the classroom.
* Preparing resources for lessons. Taking the register of children.

**KEY** **SKILLS** **AND** **COMPETENCIES**

* Proven track record and experience working as a teacher.
* Marking coursework and monitoring a child’s performance.
* Enthusiastic and inspiring.
* Ability to project a positive and creative learning environment for all pupils.
* Above average organizational skills with the ability to work on your own.
* Excellent classroom and behavior management skills.
* A good knowledge of the national curriculum.
* Passionate about improving learning for children and getting involved in all areas of the school community.

**WORK HISTORY**

**03/2003 - 05/2005** Worked as Teacher in Al-Hayat International School Jeddah Kingdom of Saudi Arabia

**06/2008 - 05/2011** Worked as Accountant and HR in Design Cell Int Pvt Ltd

**06/2011 - 10/2013** **Teacher**

  **BRILLIANT GRAMMAR HIGH SCHOOL**

* Worked as Social Studies and English Teacher
* Successfully improved student participation in the classroom through integration of creative role-playing exercises

**SCHOLASTIC RECORDS:**

* **Bachelor of Education**

St Ann’s College of Education

* **Master’s in Business Administration**

Shadan institute of management studies

* **Bachelor of Arts-(E.P.P)**

 CDE, OU

* **Intermediate Public Examination- (IPE)(C.E.C)**

 St. Francis junior college.

* **Secondary School Certificate- (SSC)**

 St. Mark's high school

* **Diploma in Life Skills and Counseling (Human Psychology)**

**PERSONAL INFORMATION:**

Name : Farheen

Date of Birth : 16th may '84

Place of Birth : Hyderabad

Nationality : Indian

Gender : Female

Marital Status : Married

**DECLARATION:**

I hereby declare that the information mentioned above is absolutely true to the best of my knowledge and belief.

Date: 15-04-2017 **Farheen**

Place: Dubai