**NEELOFAR**

**NEELOFAR.363842@2freemail.com**

**PROFESSIONAL PROFILE**

A performance-driven, influential, Ministry of Education approved foreign language teacher, with 26 years’ experience teaching Islamic studies, Arabic and foreign (Urdu) languages. A passionate teacher who is extremely excited by the education process, possibly even more so than the outcome. Believes that every individual possesses unique qualities, and regularly draws out those qualities out in students. Possesses a flair for making quick, fair judgements and as a result is widely trusted. Possesses excellent classroom management skills and a comprehensive knowledge of teaching techniques.

**KEY SKILLS**

* **COGNITIVE FLEXIBILITY**: Possesses the cognitive flexibility to transition between multiple tasks and to adapt to rapidly changing workloads and environments.
* **TIME MANAGEMENT**: Possesses the organisation and time management skills to multitask while meeting deadlines and maintaining quality standards.
* **ATTENTION TO DETAIL**: Strives for complete accuracy on a consistent basis. Identifies and resolves mistakes through rigorous examination.
* **COMMUNICATION**: Possesses excellent communication skills – both orally and in writing – capable of conveying information concisely and effectively.
* **DECISION MAKING**: Utilises knowledge and experience in order to select the most beneficial course of action in regards to work activities.

**CAREER SUMMARY**

**TEACHER – Dubai Scholars Private School, Dubai 1996-date**

* Teaching Islamic studies to years 10 (level 1-6), Arabic language to years 4 (level 1-3), art and craft to years two (level 1-3), and Urdu language to years 5 (level 1-11)
* Performing effective classroom management strategies, ensuring the smooth-running of lessons
* Enabling students to achieve their learning goals through use curriculum delivery methods
* Observing and monitoring class performance; ensuring a healthy culture of leaning
* Managing and enhancing student learning in line with the standards set by KHDA and MOE, as well school standards
* Preparing exam papers, lesson plans, standardised testing, and responsible for self-evaluation form (SEF-document), progress tracking, KWL, AFL, and ICT activities, as well as KHDA lesson and activities planning
* Utilising the ORISON system to upload marks and remarks for individual students
* Receiving excellent reports in the wake of KHDA inspections

**TEACHER – Dubai Scholars Private School, Dubai 1987-1992**

* Teaching Urdu language to years five students (level 1-7), and enhancing the learning processes in line with MOE and school standards
* Maintaining a knowledge of subject developments, as well as developments in objectives
* Utilising understanding of classroom management strategies to ensure effective learning
* Applying creativity and imagination to lessons; swiftly determining the most efficient teaching methods; implementing a passionate classroom atmosphere
* Preparing exam papers and lesson plans, and standardised testing (formative and summative assessments)
* Responsible for progress tracking, and for preparing student for O Level exams

**EDUCATION AND TRAINING**

Bachelor of Arts: Islamic Studies, Islamic History (1987), University of Karachi, Pakistan | Learning Differentiation in the Classes (2016) | Active Learning Workshop (2016) | Ready for Inspection Workshop (2016) | DI Training (2016) | Method Assessment Workshop (2016) | ICT Training (2017) | Diagnostic Making Workshop (2016) | Building Student Attendance Workshop (2015) | SEN Students Workshop (2015) | SIA Workshop (2015) | In-House Activity Course (2004)

**PERSONAL INFORMATION**

Interests: socialising; mentoring and education; fitness; healthy lifestyle

Driving Licence: Full (UAE)

***REFERENCES ARE AVAILABLE ON REQUEST***