**Muhammad**

**Muhammad.364319@2freemail.com**

**Personal Profile**

A creative, experienced and enthusiastic Educationist who is committed to safeguarding and promoting the education and well-being of students at all times in life, and enjoys working in a busy environment and relishes the challenge of managing a diverse workload. Raza is currently looking for a challenging role that provides him an opportunity to work with exceptionally talented people in a faith- based environment and expand his horizons.

**Career Objective**

Dedicated to use my skills and education to help students using both traditional and modern methodologies by providing a creative, holistic and innovative approach to teaching. Committed to play a leadership role in role-modeling behavior, attitudes, and learning behaviors for students.

**Areas of Specialization**

* Bilingual proficiency in English & Arabic.
* Excellent communication skills
* Result orientation
* Teaching through Audio &Visual Aids
* Student counselling
* Moral & Social grooming of students.
* Personality development of students
* Planning extracurricular activities

**Education**

* **Master’s (2002-2004)**

Subjects/Specialization Islamic Studies

University/Board Punjab University Lahore

* **Bachelor’s (1999-2001)**

Subjects/Specialization Islamic & Arabic Studies

University/Board Punjab University Lahore

**Work Experience: 09 Years Approx.**

**Teaching Experience**

* **O Level (Cambridge)Teacher for Islamic Studies (Sept 2015- Present)**

**Beacon house School System Bahria Town Campus Lahore**

* **Lecturer Islamic Studies (Jun-2010- June 2015)**

 **Army Burn Hall College (Boys) Abbottabad**

* **Teacher (Apr-2005- May-2008)**

 **The Educators (A project of Beacon house School System)**

 **Work & Duties**

* Responsible for assisting in the educational and social development of students under the direction and guidance of the head teacher.
* In charge organising classes and responding to the strengths and needs of students during lessons.
* Working in accordance with the school’s curriculum statement and policies.
* Participating in the development of appropriate syllabuses, materials and schemes of Work.
* Actively involved in curriculum review and development.
* Participating in appropriate meetings with parents.
* Supporting classroom management and assisting with general administration.
* Maintaining the fabric of the classroom and creating a stimulating environment for students to work in providing administrative support.
* Keeping up to date with new teaching initiatives.
* Planning, preparing and delivering lessons to a high standard.
* Contributing to the implementation of departmental and school improvement plans.
* Taking appropriate and effective measures when students misbehave.
* Preparing hand-outs & homework assignments.
* Supporting the school in delivering the curriculum effectively.
* Participating in and contributing to staff meetings.
* Setting and subsequently marking and assessing student s’ work done both at school and at home
* Planning and preparing appropriate lessons and suitable teaching materials.
* Participating in appropriate meetings with parents.
* Teaching within the designated subject areas.
* Maintaining up-to-date classroom displays.
* Planning, preparing and reviewing the school curriculum with other staff.

**Administrative Experience**

* **Assistant House Master (Jun-2010-Dec-2011)**

 **Army Burn Hall College (Boys) Abbottabad**

**Work & Duties**

* Character building and personality development of student.
* Responsible for assisting in the educational and social development of students under the direction and guidance of the administration.
* Organising and supporting a range of extra-curricular activities.
* Achieving and maintain high standards of social care and moral education.
* Monitoring and assessing a student’s behaviour and discipline.
* Earning the confidence of students in solving their problems.
* Ensuring confidentiality at all times.
* Maintaining the fabric of the boarding house and creating a stimulating environment for students to work in providing administrative support.
* Maintaining records of student‘s personal files concerning all issues at boarding house.
* Setting and subsequently marking and assessing student s’ work done both at school and at boarding house.
* Liaising effectively with parents.
* Helping to manage students behaviour and discipline
* Providing careers support and advice to students.

 **Awards & Distinctions**

Declared Best Assistant Housemaster for year 2010-2011 and awarded with Shield of Performance.

 **Skills & Competencies**

**Teaching Attributes**

* Able to provide high quality learning experiences for students.
* Comprehensive knowledge of Islamic Studies with moderate, broader, and modern approach.
* Able to create a vibrant and effective learning environment.
* Familiar with a variety of approaches to teaching pupils.
* Able to conduct classes in a disciplined environment where students are challenged.
* Expertise in teaching through exploration and fun.

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**Personal Attributes.**

* Versatile and adaptive to various instruction mechanisms.
* Friendly personality and excellent communication skills.
* Strong written and verbal communication skills in English & Arabic, good interpersonal skills and an ability to work with diverse groups of people.
* Ability to motivate and earn the respect of students.
* Ability to teach in multi-cultural environment.
* Ability to manage all facilities and activities related to achieve student learning.

**Professional Attributes .**

* Ability to play a leadership role in role-modelling behaviour, attitudes, and learning behaviours for students.
* Sound understanding of technologies that support educational development.
* Leadership and team management skills.
* Organizational and self-management skills.
* Ability to handle multiple responsibilities effectively.
* Goal orientation and executive skills.
* Problem solving abilities.
* Dependability, Readiness to go above and beyond when necessary to reach goals.

**Professional Trainings, Courses & Workshops**

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* Beginning Teachers Preparatory Programme, Training was conducted at BSS, AITC Lahore (Oct 2015)
* Teaching and Research (A professional Course by Pragnya Meter wisdomjobs.com (Dec 2014)
* Attended workshop on English Language by Oxford University Press Pakistan ( June 2014)