**Anwar**

**Anwar.364820@2freemail.com**

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| *Objective* | To play a leading role in a new, cumbersome or progressive organization; challenged to identify the value proposition, I envision to contribute towards and successfully achieve its vision and business objectives; a success story that could be shared and / or learned from. |
| **Skill sets****Languages:****IT Skills:****Other:**  | Fluency in English & French. Native Arabic.Computer literate. Strong presentation skills, team player, ability to manage and take decisions on a timely manner, work effectively under pressure and able to sort and prioritize assignments with conflicting demands. |
| *Education* | 1998- 2002June, 1998 | **Yarmouk University - Jordan**Bachelor's Degree In Modern Languages (major: French, Minor: English)The General Secondary Education Certificate – JordanUmm Omarah School |
| *Experience* | Sep 1st 2013-present Job title:Sep 2011- Aug 2013 Job title: Oct 2009-May2010Job title :Responsibilities:April, 2003 – Aug, 2008Job title :Responsibilities: | **Al Bahia Private School****Kindergarten 2 Homeroom Teacher** **(English, Math and Science).** **Jubilee Private School** **French Teacher ( G 1 to G 8)****Activity Coordinator****Giggles English School****Secretary** * Checking the exam papers of the cadets for evaluation.
* Data processing, Management, Analyze and filtering responsibilities to support the information system.
* Conduct research and participate in identifying and advising the Analyst - Performance Management, on immediate and long-term operational impacts of performance management processes.
* Preparing the attendance and score sheets for all the training sections.
* Identify organization strengths and weaknesses and suggest areas of improvement.
* Working closely with technical support/Development to ensure functional requirements are matched business operational wise.

 **Universal Industrial Engineer Co.** **Executive Secretary & Sales Coordinator** * Managing existing clients
* Answering pricing offers and preparing price tenders.
* Managing commercial corresponding with clients and prospects
* Setting an appointments meetings of CEO
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| *Teaching Courses* | Workshops and courses  | * Intensive workshops in Blooms Taxonomy
* Students differentiation
* Students assessments
* SAAT company courses in ***Technology Champions:*** How to prepare and deal with KG students
* Development Educational Courses by Dr. John Drader
* Six Hats Course
* Jigsaw Course
* How to employ the ICT in your session
* 21 century skills
* Google drive
* UAE class skills
* Reading skills
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| *Skills* |  | * Fluent in both Arabic and English languages.
* Very good in French (Speaking and Writing).
* Kindergarten teaching experience.
* Excellent administrative skills.
* Excellent knowledge in computer skills.
* Very good communication skills.
* I have driving license.
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| *Personal Information* | Date of Birth:Place of Birth:Sex:Nationality:Marital Status: | 1 Nov 1980.Jordan – Irbid.Female.Jordanian.Married. |
| *References* | ***Available upon request*** |  |  |
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