**TAHIRA**

[**TAHIRA.366719@2freemail.com**](mailto:TAHIRA.366719@2freemail.com)

****

###### PERSONAL PROFILE:

A vibrant, result oriented and focused individual, excelling in personal development, effective communicator with excellent interpersonal skills; confident and performance driven to hit personal and company targets set, with commitment to the organization and the profession whenever I am involved. I’m punctual and reliable, can work without supervision. I have ability to work under pressure and able to work as part of the team.

**CAREER OBJECTIVE:**

Seeking a challenging role in a career that will help build me as a person, develop new traits that could possibly lead onto me progressing me in the establishment become part of and bringing over me transferable skills such as presentation, communicational skills, working under pressure and in a busy team in order to achieve our individual KPI’S

**EDUCATION:**

1. M.A English (Literature) /2001

**University of Punjab, Pakistan**

**Equalized by the UAE Ministry of Education**

1. B.A English (Literature) /1997

University of Punjab, Pakistan

Equalized by the UAE ministry of Education

1. Diploma in English Language (Jan 2006- June 2006)

National university of modern languages

EXPERIENCE:

1. **English Language Teacher**

Deans International American School Ajman-UAE

September 2015 – Present (1 year 7 months)

Teaching English to Elementary Level

1. **Class Teacher English**

Ace International Academy - Pakistan

September 2014 – April 2015 (7 months)

Teaching English to Primary Level

1. **Class Teacher English**

Roots International Schools - Pakistan

February 2011 – August 2014 (3 year 6 months)

1. **Academic Coordinator& English Language Teacher**

SLS Montessori and Schools - Pakistan

March 1998 – April 2004 (6 years1 month)

Teaching English to grade 3, 4, 5 & 6

**Duties and Responsibilities performed during 10 years’ service**

* Conducted Subject Co-ordination Meetings with management/principal
* Coordination meeting with the Pre-Junior and Junior teachers for the lesson planning and activities
* Plan and preparing lessons, grading papers and preparing report cards.
* Maintaining order and discipline in the classroom.
* Engaging students using modern teaching strategies
* Maintaining and updating accurate student records
* Co-editor of English Section for curriculum development
* Communicating with the parents, teachers and other professionals both formally and informally.
* Prepared the written test ,conducted and evaluated the written test and Class Demonstration Arrangements for the prospective teachers
* Provide constructive feedback and guidance to students.
* Teaching classes, assessing student progress and performance.
* In coordination with school officials, choose the activities to be offered for the school year.
* Organized and Managed events and co-curricular activities.
* Participated indifferent functions for Stage Decoration, Tableau programs, debates etc.
* Participating in the workshops.
* Re-checked English Test Papers in Annual Examination
* Invigilation Duties in many Annual Examination
* Member of Backdrop and Stage Decoration ,Discipline Committee and Welcome Committee on different school functions
* Monitor the students’ discipline and good behavior during the activities.
* Arranged and preparation of students for **Spelling Bee Competition** “Preparatory Classes”
* Conducted and directed English Sit-com **“ Mind Your Language”**
* Evening games duty
* Script writing and Comparing in different school events
* Perform other duties and functions as may be required by the management.

PROFESSIONAL TRANING COURSES:

Professional training courses attended at Deans International American School Ajman

Participated in the professional Development program on from **03 January 2016** to **7 January 2016**

* Active Learning
* Classroom management
* 21st century skills
* Exam paper building
* Communication in the classroom

**SKILLS:**

**Computer proficiency:**

Have completed and high command in MS Office, i.e. MS Excel, MS Word, MS Power point

**Multitasking and Coordination:**

Have been responsible for dealing with a large number of multi-level employees for data gathering, planning etc.

* Tremendous ability to persuade and inspire people.
* Excellent communication skills.
* A team player.
* Hardworking with an extra ability to work in difficult conditions.
* Strong written and oral communication skills.
* Excellent research skills.
* Passion for and commitment to teaching.

**REFERENCES:**

Reference can be provided on demand.