HAFIZA

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**(MSc ZOOLOGY,B.Ed & HAFIZ AL QURAN)**

**CAREER SUMMARY – Objective**

A Qualified professional teacher with more than 6 years of varied instructional experience, Creative, resourceful teacher with proven ability to enhance student’s performance and Possess a positive & effective teaching style with the willingness to work above and beyond the call of duty.

**Objective** is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve organization goals through professional ethics, sincere commitment and hard work.

**Professional Experience**

* **Vice Principle:-** Currently I am working as a Vice principle at Al Hanan Public School Bhawalnagar. (4 year till to Date).
* **Science Teacher:** – I was teaching as a science teacher at Al Hanan Public School Bhawalnagar (2 years).

***Vice Principle***

**Job Responsibilities**

* Responsible for managing the assembly activities in the morning to done timely on daily basis.
* Earned high marks for quality and creativity of class room teaching, lesson plans and instructional material used in teaching diverse subject (e.g- language arts, mathematics, Biology, Physics, Chemistry, English and Islamic studies).
* Responsible for maintaining the daily register work , office work and distribution of lectures among the teachers.
* Taught general education students as well as individuals with learning challenges and special needs within mainstreamed inclusive classroom.
* To establish positive relationship/team work among the students, parents, fellow teachers and school administrators/staff for continuous improvement.
* To communicate with teachers, parents, students and external bodies foundation & government and always fulfilling the audit requirements.
* Responsible of submission admission as well as examination forms.
* Responsible for planning and scheduling of recreational activities, study tours & picnics, early result distribution ceremony and celebration of cultural events/days.
* Responsible for conduction the monthly meetings with all teachers and principle on ongoing activities & progress and also plan for achieving the goals on time.

***Science Teacher***

**Job Responsibilities**

* To manage the lecture of class room and to maintained the overall decorum of class room.
* Responsible for conduction the test and to built the competition among the students by doing the motivational activities.
* Proper planning and scheduling of lectures given effectively and also complete the syllabus on time.
* Daily, weekly and monthly monitoring of students by viewing/checking the home work, attendance marking, collecting the subjective tests and to pay the attention to individually.
* Responsible for updating the ongoing progress of whole class to Vice principle and principle on monthly basis.

**Educational Credentials**

* **MSc ZOOLOGY** from **PUNJAB UNIVERSITY LAHORE in 2013.**

**TRAININGS & CERTIFICATIONS**

* **PEF training as a vice principle (to improve the management skills)**
* **PEF training as a science teacher (to improve the interpersonal teaching skills)**

***Reference will be furnished upon request***