**Ruheena**

Email: ruheena.369278@2freemail.com

**Personal Profile**

I am an excellent communicator with well developed administrative and customer service skills. I am also a quick and effective decision maker with a systematic approach to problem solving coupled with attention to detail. I enjoy meeting and exceeding deadlines within a pressurised environment and work well independently as well as working as an active team member to continually maintain high standards of performances; as I always take pride in a job well done. I recently completed the CELTA, which proved to be very fulfilling and confirmed for me my desire to be a teacher. My love for learning languages led me to pursue Classical Arabic studies in Egypt. Whilst studying in Egypt I had the chance to teach young children and adults Arabic (to Native English speakers) and English (to Native Arabic speakers) in an informal setting, it was very much an enjoyable and satisfying experience. I am interested in delivering an integrated creative curriculum and I want to continue to better myself by learning as I teach.

**Key Skills**

* Passion for helping people with their problems to the best of my ability
* Delivering the best customer service that would set me apart from the rest
* Confident user of Microsoft Office suite – Word, Excel, PowerPoint, Access, and Publisher
* Enthusiastic, reliable and a quick learner
* Administration, communicative and organisational skills
* Resourceful team player
* Honest and trustworthy
* I get on well with people of all ages, backgrounds and abilities and I understand their needs
* I have the ability to show patience and tact working with those who may lack confidence
* I can plan and create interesting activities to improve learners' skills
* I can motivate and encourage learners to continue with their studies

**Qualifications**

**CELTA**

**Certificate in Teaching English to Speakers of Other Languages February 2016**

**Saxoncourt, London**

**Awarded: PASS**

**Diploma**

**Fajr centre for the Arabic Language August 2014-December 2015**

**Classical Arabic (Levels 0-14) *Course Fully Completed***

**Awarded: Very Good (2570 out of 3000). The diploma fulfills the requirements put forward but the Ministry of education of the Arab Republic of Egypt.**

**Degree**

**University of Westminster, London January 2012 – June 2013**

**Part-time Biomedical Science Module Buyer**

**Awarded: PASS in all top up modules in biomedical science (a total of 5), meeting standard 3a.1 of the HPC standards of proficiency; now eligible for registration as a Biomedical Scientist with the HPC.**

**Royal Holloway, University of London Sept 2008 – June 2011**

**Bachelor of Science (BSc) in Biomedical Science**

**Awarded: Second Class Honours (2:2)**

**A-Levels & GCSEs**

**The Heathland School Sept 2001 – June 2008**

|  |  |
| --- | --- |
| Exam Taken (GCSEs) | Grade |
| D&T: Food Technology | A |
| English Language | A |
| English Literature | B |
| French | B |
| History | B |
| ICT | A |
| Mathematics | C |
| Photography | A\* |
| Religious Studies | A\* |
| Science: Double Award | BB |

|  |  |
| --- | --- |
| Exam Taken (A-Levels) | Grade |
| AS | A2 |
| Art and Design | A | A |
| Biology | C | D |
| Psychology | A | A |
| Chemistry | D |  |

**Work Experience**

**Voluntary**

**Reading Challenge, The Heathland School Mentor Nov 2005 – June 2006**

The job included helping children (aged 13-14 years) with literacy and computing skills. Volunteering here improved my social skills by enhancing my ability to communicate with young children.

Although I was teaching the children, in the process of this they were teaching me. They opened my eyes to the different methods that can be used to learn new information.

**The Urban Retreat, Aveda Institute, High Holborn Branch Administrator October 2005**

Duties on the work experience included:

* Data entry
* Organising files and appointments
* Answering phone calls
* Photocopying and other administrative work
* Cleaning
* Providing refreshments to clients

Working at Aveda was an educational experience. I learnt about the different roles required to keep the salon running. This included clerical work, such as taking phone calls, booking and cancelling appointments. Being in this busy environment, I gained a sense of the fast-paced working environment, which helped enhance my organisational skills. I also came into contact with many different people, which increased my interpersonal skills. I learnt how to be highly focused with the tasks at hand while still being aware of all other tasks required to complete the job; a skill that I applied in my academic studies and have transferred to all aspects of life.

**Tarbiyyah Primary School, Hayes Class Teacher April 2016-Present**

As a primary school teacher I’m responsible for teaching approved national curriculum subjects to pupils aged 5-11, guiding them through what is arguably the most important stage of their education. I use creative, interactive and engaging teaching methods to encourage pupils to actively participate in classroom activities and develop cognitive, numerical and verbal reasoning skills. I’m responsible for preparing lesson plans, educating pupils in a fun and engaging manner, marking students’ work and providing them with necessary feedback, encouragement and support. I pay attention to each individual pupil’s progress and evaluate their learning abilities by setting assignments, periodic tests and homework projects. From time to time, I’ve had the opportunity to take part in events and projects outside of the classroom, such as field trips and sports days. Teaching, however, is not all about working with young children in the classroom. Frequently, I have to attend meetings with other teaching staff, write reports, undertake in-service training and meet with pupils’ parents to discuss their children’s academic progress at parents’ evenings.

**Interests and Hobbies**

I thoroughly enjoy keeping my mind stimulated with new material; hence I take satisfaction from reading intellectually stimulating books in my spare time. I am also fond of sporting activities such as swimming and going to the gym. I love travelling, art and photography and anything that allows me to be creative.

**REFERENCES AVAILABLE ON REQUEST**