**FATHIMA**

[**FATHIMA.371346@2freemail.com**](mailto:FATHIMA.371346@2freemail.com)

**OBJECTIVE:**

An extremely skilled, child-focused with full-of-energy to work as a Preschool Teacher whose major objective is to provide understanding to youthful learners through different teaching style that might assist children boost up their self-esteem and preserve interest along with enthusiasm. Eager to convert regular classroom lessons into an engaging instructional programs in order to nourish little minds.

## **PROFESSIONAL DEVELOPMENT & CERTIFICATIONS:**

* International Higher Diploma in Teacher Training - Metropolitan College (MC/OTHM – UK)

## **SKILL SET:**

* Excellent English (oral and written), with English as first-language
* Implementation experience in EYFS Curriculum
* Good time management and organizational skills
* Exceptional skills in managing nursery and preschool children
* Excellent skills in teamwork and independent initiative

## **CAREER PROFILE:**

## **Working Experience:**

## Institute : Al Ghad Nursery, Al Rashidiya, Dubai - UAE

## Period : August 2015 – March 2016

Designation : Class Teacher - Foundation Stage

## **Responsibilities & Tasks:**

* Plan and carry out activities in line with the requirements of the Early Years Foundation Stage (EYFS). This involves developing lessons plans to motivate children and imaginatively using resources to help them learn.
* Motivate and stimulate children's learning abilities, often encouraging learning through experience.
* Organize learning materials and resources creatively.
* Assist with the development of children's personal/social and language abilities.
* Support the development of children's basic skills, including physical coordination, speech and communication.
* Encourage children's numerical and creative development through stories, songs, games, drawing and imaginative play.
* Do regular observations for all children as per EYFS guidelines and provide daily feedback to parents.
* Speak to parents and/or guardian about their child's development attend meetings and training courses
* As Marketing Team Leader, Making daily/weekly children’s’ activity posts and update them on all our channels like Facebook, Google, Twitter, YouTube, Instagram and blogs. Also updating various marketing materials such as online listings, websites and brochures ensuring that all of our information is up to date and accurate.
* Plan and organize events and designing Flyers, Notices for celebrations such as National Day, Open Day and Tours etc.
* Support Nursery Manager to effectively market the nursery in the local community utilizing local events to promote the nursery’s image.
* Administering and managing Parents’ Forums in order to support admission in new enrolments and student's retention.
* Proven experience of securing excellent classroom practice- can demonstrate commitment to team work as well as being able to work independently.
* Complete all other tasks expected from a qualified EYFS practitioner
* Help children to achieve the learning goals of the EYFS
* Maintain children's learning journeys
* Complete periodic progress reports

## **Working Experience:**

## Institute : Brainy Kids Nursery, Colombo- Sri Lanka

## Period : January 2011 – November 2011

Designation : Teacher (Pre-School)

## **Responsibilities & Tasks:**

* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Organizing, supervising play and work activities and poetry trainings (Rhymes)
* Developing and implementing lessons/work schemes and maintaining records
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, storytelling, and field trips.
* Read books to entire classes or to small group and demonstrate activities to children.
* Prepare materials and classrooms for class activities.
* Teach proper eating habits and personal hygiene.

## **Working Experience:**

## Institute : Institute of Global Academy, Colombo- Sri Lanka

## Period : June 2010 – December 2010

Designation : Elocution Teacher (Trainee/Volunteer)

## **Responsibilities & Tasks:**

* Develop children's language, literacy and numeracy skills.
* Help children's social, personal, physical and emotional development.
* Encourage co-operation and good behavior.
* Responsible of the Administrative side of work as well.

## **EDUCATIONAL QUALIFICATIONS:**

**Academic:**

**Passed Edexcel GCE A/S (Advanced Subsidiary) Level.**

|  |  |
| --- | --- |
| **Subject** | **Grading** |
| Chemistry | B |
| Biology | B |
| Physics | C |

**Passed Edexcel GCE O/L (Ordinary) Level.**

|  |  |
| --- | --- |
| **Subject** | **Grading** |
| Biology | A |
| Mathematics | B |
| Human Biology | B |
| English | C |
| Chemistry | D |
| Physics | D |

**PROFESSIONAL QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Duration** | **Institute** |
| Beauty & Handicraft | Jun 2009 – Sep 2009 | Chitra Beauty & Handicraft |
| Beauty Culture & Hair Dressing | Jan 2008 – Apr 2008 | Kumari Beauty Centre |
| Professional Diploma in Graphic Design | Jan 2005 – Jul 2005 | Asian Computer systems |
| Diploma in Microsoft Office | Jun 2004 – Feb 2005 | Asian Computer systems |

**TRAINING CERTIFICATES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate** | **Duration** | **Institute** | **Grading** |
| Junior Diploma in Computer Programming | Apr 2004 – Oct 2004 | CSC Computer Education | A |
| Junior Diploma in Graphics & Animation | Jan 2004 – Apr 2004 | CSC Computer Education | A |
| Junior Diploma in Computer Science | Mar 2003 – Nov 2003 | CSC Computer Education | A |

**EXTRA CURRICULAR ACTIVITIES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Game** | **Year** | **School** | **Place** |
| Tug Of War | Jul-07 | Crescent Schools International | 1st Place |
| Water Filling | Jul-07 | Crescent Schools International | 1st Place |
| Lime & Spoon | Jan-04 | Crescent Schools International | 1st Place |
| Fruit Collection | Jan-05 | Crescent Schools International | 2nd Place |

**ACADEMIC ACHIEVEMENTS & HIGHLIGHTS:**

**Certificate of Appreciation;**

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Date** | **School** |
| The Science Day | Apr-07 | Crescent Schools International |
| General Proficiency | Sep-04 | Crescent Schools International |

**Academic Achievements;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate** | **Date** | **School** | Grade |
| Tamil (Other Language) Reading | Oct-04 | Crescent Schools International | 1st Place |
| Spelling Competition | Aug-02 | Kingston College International | 2nd Place |

**COMPUTER SKILLS:**

|  |  |
| --- | --- |
| Microsoft Word | Corel Draw 10 |
| Microsoft Excel | Corel Photo Paint |
| Microsoft PowerPoint | Adobe Photoshop |
| Microsoft Access | Image Styler |
| Microsoft Paint | Photoshop Plugins |
| Internet & Email | Adobe Illustrator |
| Operating systems: WindowsXP, Windows 7,8,10 | Scanning & Printing |

**SOCIAL ACTIVITIES/MEMBER OF:**

|  |
| --- |
| Was the president of school's science society in the year 2009 - 2010 |
| Was the Vice president of the youth interact club in the year 2009 - 2010 |
| Was the secretary of the English society in the year 2009 - 2010 |
| Was a senior prefect in school for the year 2009 – 2010 |

**PESONAL INFORMATION:**

* Date of birth : 08th of May 1993
* Gender : Female
* Nationality : Sri Lankan
* Marital status : Married
* Languages : English,Tamil & Sinhala.

I do hereby acknowledge that the above mentioned particulars are true and correct to the best of my knowledge.

**\*References & Certificates available on demand.**