****Misba

 Dubai

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**OBJECTIVE**

To excel in a position that allows me to contribute my skills and experience obtained through my strong educational background and experience in order to help children and young adults become successful students.

**SKILLS AND AREAS OF EXPERTISE**

|  |  |
| --- | --- |
| * Student Leadership
 | * Coaching
 |
| * Personal Development
 | * Organisation, patience & planning
 |
| * Collaboration & Communication
 | * Report Writing
 |
| * Critical Thinking & Problem Solving
 | * Student support skills
 |

**EXPERIENCE**

**Freelance Tutor**

**Tutor – British Curriculum, Core Subjects**

[2016 - Present]

* Teaching the core subjects in line with the British curriculum.
* Planning, preparing and teaching lessons that cater to the needs of students.
* Motivating pupils with enthusiastic, imaginative presentation.
* Preparing and marking work to facilitate positive pupil development.
* Meeting requirements for the assessment and recording of pupils’ development.
* Providing feedback to parents on pupil’s progress.
* Keeping up to date with changes in developments in the structure of the curriculum.
* Working with students to improve their study habits.



**In-Flight Stewardess/Cabin Crew Trainer**

**EmiratesGroup**

[2014 - 2016]

* Delivering cabin crew training to new entrants, recurrent crew and converting crew as required and to the standards set by Emirates training manuals, GCAA and IATA.
* Highlight and develop opportunities to achieve efficient and effective training methods whilst continuously striving towards higher standards.
* Accurately completing all required documentation in accordance with the Cabin Crew Training Manual following the completion of each training course;
* Managingonboard cabin crew and ensuring successful implementation of the international aviation safety protocols & procedures by leading briefings and team meetings.
* Proven exceptional customer relationship management and given ownership of dealing with complex situations by using problem solving skills to cater to the customer’s needs and offer a world renown service.
* Proactively addressing difficult issues.
* Full involvement in onboard emergency situations decision making by using the skills that were during intensive training sessions. Offering onboard medical assistance with first aid and communicating the current situation between all colleagues including the flight deck.
* Staying alert and paying close attention to details with every aspect of the flight from boarding till landing.
* Undergoing continuous Safety, Emergency and First Aid trainings and simulations to adhere with airline policies and the standard operations manuals.
* Demonstrated high level of cultural awareness and the ability to adapt to new environments and people through working with people from 160 different nationalities.
* Praised by my line manager for my ability to cope with change, flexibility and my motivation to manage a demanding work schedule.

**Bradford Trident – English as a Secondary Language (ESOL)**

**Mentor**

[2012-2014]

* Plan, prepare and deliver lessons to a range of classes and age groups
* Prepare and set tests, examination papers and exercises
* Mark and provide appropriate feedback on oral and written work
* Devise, write and produce new materials, including audio and visual resources
* Organise and get involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
* Attend and contribute to training sessions
* Participate in marketing events for the language school
* Prepare information for inspection visits and other quality assurance exercises
* Undertake administrative tasks, such as keeping student registers and attendance records.

**Aida’s Angels (Family Childcare provider)**

**Childcare Assistant**

 [2010-2012]

* Supervise and monitor the safety of children in their care
* Organise activities or implement a curriculum that allow children to learn about the world and explore interests.
* Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.
* Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents.
* Keep records of children’s progress, routines, and interest by providing parents with a daily picture/activity diary.
* Shadowing and following the instructions given by the Childcare provider to gain the knowledge and experience required to enhance my childcare skills.

**EDUCATION**

Bachelor of Sciences

Archaeological Sciences

University of Bradford, United Kingdom

[2014]

**ADDITIONAL INFORMATION**

* Date of Birth : 03rd October 1990
* Nationality : British
* Marital Status : Married
* Languages : English
* Hobbies : Reading English literature, creative drawing & painting and badminton.