**Saima**

**Cell No. C/o 971502360357**

**Discovery Gardens, Dubai UAE.**

**Career Summary**

* An experienced primary teacher possessing excellent classroom management skills as well as dedication.
* Ability to devise and develop ways to encourage and challenge students to help them deepen their knowledge and understanding.
* Ability to develop and foster appropriate skills to enable the development of children.

**Areas of Expertise**

* Classroom Management
* Behavior Management
* Creative Questioning
* Patient
* Student Focused
* Organized
* Hard working
* Knowledgeable about all areas of teaching

**Professional Experience**

**Hala International School Jeddah – From 2012 – 2016**

**Primary Section Urdu Subject**

**Falcon Grammar School – From 2009 – 2012**
**Primary Section Urdu Subject**

**Responsibilities**

* Developing lesson plans as per the curriculum.
* Conducting tests for students on a monthly and weekly basis to track their progress.
* Responsible to conduct extracurricular activities for the students.
* Helping and guiding the weak students in their curriculum.
* Conduct extra classes for weak students.
* Arrange Parents Teacher Meeting.
* Maintaining the attendance register of students.
* Maintaining up to date classrooms display.
* Help managing student behavior.

**Academics**

* Bachelors: 2004 Arts 2nd division-Karachi University
* Intermediate: 1998-Sammnabad Girls College-Lahore
* Metric: 1995-Lady Maclagon Girls High School-Lahore

**Extra Curricular Activities**

* Reading
* Surfing Net

**Personal Details**

**Date of Birth:** 26th Dec, 1979

**Marital Status:** Married

**Languages :** Urdu, English(elementary)