**E-mail:** **Nighat.383776@2freemail.com**

**NIGHAT**

**Personal Profile**

**A highly enthusiastic, dedicated and results driven teacher, possessing 19 years of teaching experience, with excellent expertise and proficiency in speaking, reading and writing Urdu language. I have outstanding skills in motivating and inspiring students to achieve their optimum potential.**

**I am currently seeking a varied teaching position that will enable me to utilize my educational experience with opportunities for personal and professional growth.**

**Education and Qualification**

**Date**   **Institution** **Qualification**

2013 Peshawar University, Pakistan M.A

2000 Strathclyde University, Glasgow P.G.C.C

1989 Govt. Girls degree college, Pakistan B.A

1983 Govt. Girls degree college, Pakistan F.A

1981 F.G public school, Nowshera, Pakistan Metric

**Teaching Experience**

**2009 - Present**

**Urdu language Coordinator and Urdu teacher (Beaconhouse School System, Nowshera)**

* Teaching Urdu language to students at beginner and advanced levels
* Use of interactive teaching methods to enhance learning experience for the students.
* Syllabus designing with regular review from students to identify areas in need of modification
* Working alongside other staff to organize teaching activities and to optimize learning
* Assess students learning style, academic needs and strengths to develop teaching strategies to meet and exceed their needs and requirements
* Monitor learning through range of assessment techniques
* Provide regular feedback to parents and careers regarding work and behavior in class

**2005-2002**

**Urdu Teacher (The City School, Nowshera)**

* Delivering lesson effectively using the National Curriculum to class 9
* Provide an open, relax and encouraging atmosphere within classroom settings
* Preparing students for their exams by encouraging them and providing support
* Organizing extra classes after school for students that need further support
* Preparing performance reports for pupil and presenting them to parents
* Developing strategies to deal with classroom behavior.

**1996-2002**

**Library Teacher (The City School, Nowshera)**

* Help students with their subject by providing relevant resources like books and journals
* Help students to become competent with the use of internet and research skills
* Liaise and work alongside with subject teachers to help students achieve their maximum potential
* Order resources requested by students and teachers
* Catalogue resources in an organized manner

**Interest and Activities**

* Reading books
* Travelling
* Watching documentaries
* Actively helping in relief operations by organizing events to raise money

**Skills**

* Well honed communication, interpersonal and team working skills
* Through extensive experience over time have developed leadership and negotiating skills
* Computer skills**:** Highly proficient at all Microsoft Software and Internet
* Language skills**:** English, Urdu, Pushto and Punjabi

**References:**

Available on request