**SHAIKH**

**shaikh-391886@2freemail.com**

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| **PERSONAL PROFILE** |

* **Date of Birth:** 06th May 1991.
* **Marital Status:** Married.
* **Language Known:** English, Hindi, Marathi and Arabic.

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| **WORK EXPERIENCE** |

 **June 2017 to March 2019 Guardian International School (Teacher) – Grade 6**

**Highlights:**

* Created lesson plans and scheduled each day to promote maximum student learning and enrichment.
* Assisted students of all ability levels to develop life-long learning skills and good study habits.
* Prepared quizzes, tests and examinations to gauge how well students were learning.
* Completed assignment grading in a timely manner to communicate student progress.
* Assign and grade class work and homework.
* Observe and evaluate students' performance, behavior, social development, and physical health.
* Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
* Prepare and implement remedial programs for students requiring extra help.
* Plan and supervise class projects, field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.

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| **CERTIFICATIONS** |

* Certificate course in Arabic Language from University of Mumbai in the year 2017.
* Certified course in Computer Technology from Raj Computers Academy.

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| **ACADEMIC QUALIFICATION** |

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| **Degree** | **Year of passing** | **Institute/ University** |
| **Bachelor of Education**(Commerce / Guidance and Counseling) | March 2017 | Mumbai University(Humera Khan College of Education) |
| **Master of Commerce**(Management) | April 2014 | Mumbai University(IDOL) |
| **Bachelor of Commerce**(Financial Accounting and Auditing) | March 2012 | Mumbai University(P.D Lions College of Commerce and Economics) |
| **Higher Secondary Certificate** | February 2009 | Maharashtra State Board.(P.D Lions College of Commerce and Economics) |
| **Secondary School Certificate** | March 2007 | Maharashtra State Board.(St. Paul’s High School) |

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| **AWARDS** |

* Achieved 3rd prize in Mehendi Competition at Humera Khan College of Education in the year 2015.
* Won many prizes in college competitions such as in sports, fine arts, etc.
* Won the best championship trophy (Sports) in 2007.
* Achieved the appreciation certificate from school for securing first class in SSC.

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| **PERSONAL STRENGTHS** |

* Possessing a strong and confident teaching nature.
* Able to plan, prioritize and organize.
* Positive attitude towards pupils.

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| **KEY SKILLS** |

* Conflict resolution skill.
* Quick thinker who can adapt to different situations.
* Able to inspire and build self-esteem of a pupil.