**CURRICULUM VITAE**

**SADIA**

E-mail : [sadia.27130@2freemail.com](mailto:sadia.27130@2freemail.com)

**OBJECTIVE:**

Seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I have confidence in my aptitude and I am ready to offer my best to keep up to your expectations.

**QUALIFICATION:**

* Master in Economic 2013 From Federal Urdu Science University
* B.com 2009 from Federal Urdu Science University
* Diploma in Business Administration 2001 (DBA)

**PROFESSIONAL QUALIFICATION:**

* **International Conference. October 25-27,2013**
* Surfing the ELT Wave
* **Work shop. 29th June 2013**
* How to teaches Urdu
* **Work shop. 28th September 2010**
* Oxford Reading Circle

**SUMMARY OF WORK EXPERIENCES:**

* **Premier Public School . 1st March 2012 – 31st August 2014**
* Worked as a teacher and incharge of secondary level
* **St. Lawrence Secondary School . 2002-2011**
* Worked as an English teacher and incharge of school
* **Worked as HR administrator in premier Public school 2013 to 2014.**

**EDUCATION AND EXPERIENCE**

* Bachelors degree or higher from an accredited institution
* Meet professional teacher education requirements of school, district, state
* Single subject teaching credential or certification if teaching a specialized subject.
* State certification
* Relevant teaching experience
* Knowledge of relevant technology

**MAIN JOB TAKS AND RESPOBSIBILITIES**

* Plan, prepare and deliver instruction activities that facilitate active learning.
* Experiences.
* Develop schemes of work and lesson plans.
* Establish and communicate clear objective for all learning activities.
* Prepare classroom for class activities.
* Provide a variety of learning materials and resources for use in educational.
* Activities.
* Identify and select different instructional resources and methods to meet.
* Students’ varying needs.
* Instruct and monitor students in the use of learning materials and equipment.

**COMPUTER SKILLS**

**Six months Diploma in M/s Office.**

**& Short Courses.**

* **MS Office**
* **MS Outlook**
* **Internet & E-mail**

**PERSONAL PROFILE:**

Date of birth : 29th Sep 1984

Gender : Female

Nationality : Pakistani

Language : **English and Urdu**

Visa status : **Visit visa till 8th February 2016**

**DECLARATION:**

I hereby declare that the information given above is correct to the best of my knowledge.