Asmaa



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| Al Rigga Road, Dubai,U.A.E | 055-9817117 |

Asmaa.370667@2freemail.com

CAREER OBJECTIVE



To seek great opportunity for the improvement of my skills, to broaden my experience, achieving the goals of organization and becoming an effective and efficient valuable team member that will help and provide services in the organization in a professional manner. Seek advice and escalate issues when faced with tasks/problems outside the scope of the work.

BASIC INFORMATION

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| **Age** | 28 years old |
| **marital status** |  | Single |
| **Nationality** |  | Egyptian |
| **Language Spoken** | English and Arabic |

EDUCATION

**Bachelor of Arts English department**

**University of El Minya, Egypt**

**Academic year** 2005–2009

**Diploma in Education**

**University of El Minya, Egypt**

**Academic Year** 2012-2013

**Diploma in Translation**

**University of El Minya, Egypt**

**Academic year 2013 - 2014**

asmaaesmat28@gmail.com

PERSONAL SKILLS



Good verbal and written communication skills

Ability to work under pressure

Capable of doing work in groups or team

Good analytical skills to solve problems

Always eager and willing to learn new skills

Self-motivated, goal and detail-oriented

Positive attitude and sense of humor

SKILLS



* Excellent skill in using Microsoft Excel, Word and Power Point
* Proven relationship-builder with excellent interpersonal skills.
* Have great organizational skills.
* Demonstrated ability to work under pressure/in a fast paced, deadline-driven environment
* Strong communication skills
* Good listening skills
* Can speak fluent English
* Attention to Detail

Asmaa



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WORK EXPERIENCE WORK EXPERIENCE



***Teacher of English***

***Minia German Language school:***

***January 2015 – May 5, 2017***

* Plan, initiate and guide the study of units of study which involve speaking, listening, writing, and reading
* Foster thought, discussion, reading comprehension, linguistic analysis, a consistent work ethic, and a desire for learning and excellence
* Created a fun and enthusiastic learning environment through readings, plays, student presentations and hands-on activities.
* Introduced and strengthened the learning of the foreign languages with supporting materials to develop a high level of proficiency in the language.

***Teacher of English at Minya British school***

***April 15, 2014 – January 21, 2015***

* preparing and setting tests, examination papers and exercises.
* marking and providing appropriate feedback on oral and written work.
* basic administration, such as keeping student registers and attendance records

***Teacher of English***

***Anas Bin Malik Sultanate of Oman***

***September 2011 – July 2012***

* *Plan, prepare and deliver instructional activities that facilitate active learning experiences.*
* *Develop schemes of work and lesson plans.*
* *Identify and select different instructional resources and methods to meet students' varying needs.*
* *Observe and evaluate student's performance and development.*
* *Assign and grade class work, homework, tests and assignments.*
* Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
* Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice

***Teacher of English Shbeen El kanater school***

***October 2009- August 2011***

Developing English lesson plans in line with the

National Curriculum.

-Maintaining discipline in the classroom.

-Creating a vibrant teaching atmosphere.