HAFIZA



**(MSc Zoology, B.Ed. & HAFIZ AL QURAN)**

**Personal**

**Profile:**  Pakistani, 28, Married

**Language:** English, Urdu

**Current Location:**  Abu Dhabi, UAE

**Visa status:** Husband Visa

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**CAREER SUMMARY – Objective**

A Qualified professional teacher with more than 7 years of varied instructional experience, Creative, resourceful teacher with proven ability to enhance student’s performance and Possess a positive & effective teaching style with the willingness to work above and beyond the call of duty.

**Objective** is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve organization goals through professional ethics, sincere commitment and hard work.

***Professional Experience***

* **Class Teacher/Science Teacher:-** Currently working in ISLAMIYA ENGLISH SCHOOL, ABU DHABI as a Class teacher for Grade 6th & MATH teacher (SEPT-2017).
* **Vice Principle & School Administer:-** I was working as a School Administrator (1 Year) and Vice principle(2 years) at Al Hannan High School Bhawalnagar (2014 till to JUL-2017)
* **Science Teacher, Primary Teacher & Nursery Teacher:** – I was teaching as a Nursery teacher (1 year), Primary Teacher (1 year) and as a science teacher (2 years) at Al Hannan Public High School Bhawalnagar (2006 to 2010).

***Class Teacher/Math Teacher (Grade 6)***

**Job Responsibilities**

* Plan study programs to meet students’ needs, interests and abilities.
* Design curriculum as per the needs of the students.
* Evaluate and assess students’ progress on a periodic basis.
* Monitor individual student progress.
* Take corrective measures to enhance student learning abilities.
* Prepare student progress reports and Advice parents on students’ progress and development.
* Instruct students on proper use of equipment, materials, aids and textbooks.
* Assist staff members in assessing students’ attitude, learning problems.
* Organize class time as per the instructional plans.
* Maintain inventory of instructional materials, aids and equipment.
* Coordinate and support teaching aides and assistants in their tasks.
* Ensure compliance of teaching objectives to state law, administrative regulations and procedures.
* Experience of preparation of **ADEC inspection** as a Class teacher.

***Vice Principle & School Administrator***

**Job Responsibilities**

* Responsible for managing the assembly activities in the morning to done timely on daily basis.
* Earned high marks for quality and creativity of class room teaching, lesson plans and instructional material used in teaching diverse subject (e.g. language arts, mathematics, Biology, Physics, Chemistry, English and Islamic studies).
* Responsible for maintaining the daily register work, office work and distribution of lectures among the teachers.
* Taught general education students as well as individuals with learning challenges and special needs within mainstreamed inclusive classroom.
* To establish positive relationship/team work among the students, parents, fellow teachers and school administrators/staff for continuous improvement.
* To communicate with teachers, parents, students and external bodies foundation & government and always fulfilling the audit requirements.
* Responsible of submission admission as well as examination forms.
* Responsible for planning and scheduling of recreational activities, study tours & picnics, early result distribution ceremony and celebration of cultural events/days.
* Responsible for conduction the monthly meetings with all teachers and principle on ongoing activities & progress and also plan for achieving the goals on time.

***Science Teacher, Primary Teacher Nursery & Teacher***

**Job Responsibilities**

* To manage the lecture of class room and to maintained the overall decorum of class room.
* Responsible for conduction the test and to build the competition among the students by doing the motivational activities.
* Proper planning and scheduling of lectures given effectively and also complete the syllabus on time.
* Daily, weekly and monthly monitoring of students by viewing/checking the home work, attendance marking, collecting the subjective tests and to pay the attention to individually.
* Responsible for updating the ongoing progress of whole class to vice principle and principle on monthly basis.

**Educational Credentials**

* ***MSc ZOOLOGY from*** *PUNJAB UNIVERSITY LAHORE in 2013.*
* ***B.Ed.*** *from ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD in 2015.*
* ***HAFIZ UL QURAN*** *from WAFAQ UL MADARAS.*

**TRAININGS & CERTIFICATIONS**

* **PEF training as a vice principle** (to improve the management skills)
* **PEF training as a science** teacher (to improve the interpersonal teaching skills)

***Reference will be furnished upon request***