
NADEEM

Nationality: Pakistan

Marital Status: Single
 Email: nadeem.384047@2freemail.com

Date of Birth: 12 October 1994

**OVERVIEW:**
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I am a post Graduate from University of Sargodha and have a Qualified Teacher Status from Government of Punjab School Education department. I am strongly ambitious to learn, grow and succeed by fair and ethical means. I am able to think on my own feet, possess a sense of responsibility and have a “can do” attitude. I am that sort of a person who has the natural ability to provide excellent service within a challenging environment. I am Dynamic, Creative, and truly passionate about Teaching.

**EDUCATION AND QUALIFICATION:**
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1. TEFL 120 Hour online certificate From TEFL Professional Development institute Uk 2017.

2. Bachelor of Education ( Elementary) in educational Management with first division 2015-2016 From University of education Lahore,

In this course I have studied school and class room Management , English language communication skills, cognition and development, elementary school curriculum and introduction of computer in education.

3. Certificate of best participation in Induction training from Directorate of Staff Development Govt. of Punjab, Lahore from 04/2015 to 05/ 2015.

4. Certificate of Best participation in induction training from Directorate of staff development Government of Punjab , Lahore. 07/2016 to 08/2016

5.One year IT diploma in Office management from Vision Degree College(2012-2013)

6. Master of arts in Urdu language and literature( 2014-2016) from University of Sargodha.

7.Bachlor of Arts with first division achievement
(2012-2014)University of Sargodha ( in this Program I have studied English language and literature and journalism)

8... Higher Secondary –2nd Division (2009-2011)
Board of Intermediate & Secondary Education – Faisalabad , PK
Pre-Engineering Subjects( English, Chemistry, Math and Physics)

9.Matriculation – 1st Division (2007-2009)
Board of Intermediate & Secondary Education – Faisalabad , PK
Science Subjects( English ,Chemistry, Math ,physics and Computer)

**SKILLS & EXPERIENCE**:
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|  | **Professional skills** |
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| 1 | Excellent classroom practitioner |
| 2 | Strong commitment to inclusion with high expectations for all learners  |
| 3 | Successful experience of leading and managing whole school development  |
| 4 | Good understanding of effective teaching and learning strategies that are effective in accelerating progress and raising attainment  |
| 5 | Good understanding and use of assessment including target setting and tracking |
| 6 | Good knowledge of strategies to remove barriers to learning including behaviour management strategies  |
| 7 | Good knowledge of IT strategies to support and enhance learning |
| **Leadership and Management skills** |
| 8 | Senior leadership and management expertise  |
| 9 | Good understanding of whole school issues  |
| 10 | Experience of leading change, development and improvement  |
| 11 | Ability to manage others – set clear expectations, monitor performance and hold to account |
| 12 | Ability to set and meet challenging targets and to support others in doing so  |
| 13 | Ability to analyse, prioritise and meet deadlines |
| 14 | Experience of colleague support including induction, mentoring and performance management  |
| 15 | Experience of whole school self-evaluation and improvement planning |
| 16 | Knowledge of role of Governors  |
| 17 | Able to demonstrate leadership qualities and people management skills  |
| 18 | Able to form good relationships, motivate and communicate effectively with all stakeholders |
| 19 | Experience of leading initiatives at whole school level |
| 20 | Commitment to supporting community/external agency involvement in school  |
| 21 | Commitment to safeguarding and promoting the welfare of children |
| **Personal qualities**  |
| 22 | Creative, enthusiastic and proactive; keen to embrace new ideas and challenges  |
| 23 | Approachable, caring and empathetic |
| 24 | Work well in a team |
| 25 | Flexible, listens and prepared to seek advice and support |
| 26 | Demonstrate concern for pastoral welfare of all in the school  |
| 26 | Committed to continuing professional development for self and others |
| 27 | Committed to active parental involvement  |
| 28 | Able to deal sensitively with people and resolve conflict  |
| 29 | Committed to ensuring each child’s learning experience is engaging, successful and fun! |

Technical skills•

 Knowledge of Microsoft Windows XP/Vista (basic), Microsoft Office (word, excel, power point)
• Good practice of working on the Internet (Internet Savvy)
• Good knowledge of Blogging and online Social networking
• Confident and Neutral Accent of English
• Ability to Read, write, speak and understand English Language
(Achieved Certificate of English Proficiency from School education department Pakistan)
• Fast English Typing Speed
• Excellent interpersonal, report writing, negotiation, and communication skills

**HOBBIES & INTERESTS:**
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I want to gain more knowledge and Experience to develop my managerial and teaching skills and I hope it will be useful for the development of our Education Sector. My hobbies are Reading Books, Swimming, Playing Table Tennis, Watching Reality Shows like Top Gear, Analyzing current affairs and discussing the issues, Love to find out solutions for problems, and travelling.

**work experience:**
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1. Urdu Teacher

Suffa Caddet School Kalri from 02/ 2014 to 03/2015

To Teach All primary Level Subjects.

2. Elementary School Urdu Teacher

Government Of Punjab School Education Department. 04/2015 to till now.

. My duties are to manage the school administration in academic and other curricular issues of school.

Details of my roles and responsibilities are the followings:

To insure the quality of education in the Curriculum of school,

To teach the children Urdu and English language communication skills,.

To manage the financial record, Students academic record ,

To setup friendly environment for children for their better learning,

To trained the teaching staff to shine their teaching skills,

Marketing and advertisement of school to increase the literacy rate of backward areas where education facilities are not available and have commitment for Safeguarding and protection for children.

During this period I have been performed my duties well and have been trying my best to do it more better.

## Achievements and awards;

**Achievements**

**Best Teacher Appreciation Certificate**

*October 2015*

This Certificate was given due to my effective teaching and literacy and Numeracy drive.

**Best Participiant Certificate**

*May 2015*

This Certificate was given during induction Training by Directorate of Staff Development punjab ,Lahore.

**Best Teacher Appreciation Certificate**

*April 2016*

This Certificate was given to me by my Employer Government of Punjab Education department due to Outstanding Class result .

**Best Participiant Certificate**

*August 2016*

This certificate was given due to my outstanding participation in Induction Training.

**References**

*References available on request.*