

MANAAL AZAM

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Position: Teaching /Administrative Job

❖ Career Objective

Looking for an Opportunity to secure the position of a teacher where I can employ all my skills for the benefit of the school. Seeking a teaching opportunity where I can utilize my understanding of advanced and emerging teaching methods such as e-learning and team learning.

❖ Education

20-10-2018	Master of Arts: B.Ed./Med
15-02-2021	Sarhad University of Science and information technology Peshawar Pakistan
15-11-2014	BS in Mathematics (Hons.)
14-10-2018	Mirpur University of Science and Technology Mirpur

❖ Professional Experience

15-09-2018	Mathematics Teacher
15-10-2021	Jinnah Public School Pakistan

Duties and Responsibilities:

- Created comprehensive lesson plan incorporating varies methods of teaching to ensure pupils are actively engaged and understood the material.
- Utilized several teaching methods and techniques to guarantee the solid understanding of concepts
- Participate in student's teacher Conferences, meetings.
- Maintained up to date students' files and records and communicated regularly with classroom teacher.
- Served as a substitute and instructed students throughout the whole school in all core subjects

15-09-2016	<u>Teacher Assistant</u>
15-09-2018	FG school Islamabad Pakistan

Duties and Responsibilities:

- Coordinates With teacher on the days Agenda
- Monitored Daily attendance of students and was assigned to follow up with parents of absentees
- Prepared Lesson Plans and Material
- Maintains Cleanliness of classroom and work area.
- Communicate with parents on behalf of the teacher when necessary, answering questions and scheduling parents-teacher conferences
- Updates the students' files and prepared materials needed for learning activities.
- Oversees safety and well-being of students

10-08-2015

Administrative Job

12-08-2016

Army Public School Pakistan

Duties and Responsibilities:

- Handle Variety Of administrative duties For Staff and Students
- Successfully Prepared Reports, Letter, spread sheet and Memos
- Plans and coordinated on-side and Off-side meetings

❖ **MAJOR SUBJECT**

- Calculus I, II and III.
- Foundation of Mathematics
- Linear Algebra
- Organizational Behavior
- Mathematical Statistics
- Foundation of Education
- Educational Psychology
- The Use of Computer in Education
- Teaching Strategies

❖ **KEY SKILLS**

- Classroom and teacher assistance
- Special education support
- Learning Differences
- Students' safety and supervision
- Classroom management and strategies
- Group activity planning and management
- Lesson planning and support
- Learning center Organization
- Class material Preparation
- Students progress Monitoring
- Education Technologies
- Excellent Subject Knowledge
- Expertise in using new teaching methodology to explain difficult topics
- Outstanding classroom management skills
- Clever use of innovative and resourceful teaching methods to suit the special needs of an individual or group
- Excellent Interpersonal and communication skills.
- Strong Knowledge of utilizing all the modern teaching aids.

❖ **HONORS & ACHIEVEMENTS**

- IMPULSE ' 16 Concept or Creation
- MUSTIVAL '15 Think Beyond the Limits World Forest Day '17
- Awarded with Best teacher of the year certificate during my Teaching career.
- ASHRE IQ & Group Discussion Compaction 15

❖ **My Expertise**

- Critical Thinking
- Patience
- Communication
- Leadership
- Teamwork
- Time Management
- Organizing
- Problem solving

❖ **Strengths**

- Enthusiastic and hardworking
- Possess positive attitude
- Responsible towards work
- Self-motivated and directed

❖ **Interests**

- Travelling and exploring new things, reading books, searching internet

❖ **Languages**

- Urdu Mother tongue
- English Fluent
- Arabic Basic Knowledge

Applicant Name
MANAAL AZAM ALI