



Syeda Sama Ruhin

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Personal Summary:

A competent, committed and experienced secondary school teacher with over 2 years of experience in the educational sector with a passion for education and proven track record of commended performance teaching grades 6th-8th, has the ability to use humor and imagination in the class room to encourage a learning culture amongst students, able to easily get along with colleagues, pupils and management. Presently looking for a position with a reputed school.

Work Experience:

Manal English Medium High School (Teacher)

Sep 2014 – Oct 2016

- Assemble detailed daily lesson plans in accordance with curriculum guideline, enforcing discipline and rules in the classroom, handling challenging behavior.
- Excellently fulfilled all the duties of a class teacher and guided students through the overall course structure and involved in the arranging of examinations.
- Ensuring that I am up to date with the latest teaching methods, as well as with my subject knowledge and maintenance of class performance in terms of grades and scores of Pupils.
- Provide a warm, supportive environment for developing academic, social and emotional growth and instill confidence and optimistic attitude in pupils.
- Established positive relationships with students, parents, fellow teachers and school administrators/staff.
- Handling administration

Manal high school (Internship)

Jul' 2014– Aug' 2014

- Taught Maths , Physics ,Social and English subject to 8th standard, developed lesson plans in line with curriculum objectives.
- Helped students to prepare for examinations and assessed their progress throughout the term.
- Conducted meeting with parents and worked with other staff to plan and coordinate work.
- Keeping up to date with changes in the structure of the curriculum.
- Maintaining discipline in the classroom.

Social Services

Jan' 2010–April' 2011

- Worked as an intern in Deloitte tax service supporting "Global Employer Services" (GES).
- National team and prepared IT returns of tax payers and social services in NSS and in medical camps.

- Preparation of income tax return forms for: Reviewing financial records, such as prior tax return forms, income statements, and documentation of expenditures to determine forms needed to prepare returns.
- Preparing the tax returns of resident and nonresident Indians and mailing to
- E- Delivery team.
- Paper-filing and E-filing the returns of tax payers and updating in the tracker.

Educational Qualifications:

Bachelor of Educational Technology from Jawaharlal Nehru Technological University with Distinction
MPC from Board of Intermediate with Distinction
SSC from State Board

Key Skills:

- Excellent communication skill with fluency in spoken English
- Excellent command over comprehension.
- Strong knowledge of utilizing all the modern teaching aids.
- Ability to handle children of different age groups
- Expertise in using new teaching methodology to explain difficult topics.

IT Skills:

MS Word, Excel and Internet browsing

Strengths:

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

Personal Details:

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|-----------------|---|---------------------------|
| Name | : | Syeda sama ruhin |
| Father's name | : | dr.syed kareemulla |
| Date of Birth | : | 13/06/1993 |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi and Telugu |
| Address | : | ABU DHABI |
| Visa Status | : | Dependent Visa |

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

(Syeda sama ruhin)