

SAKINA SHAH



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(965) 668-48952



Salmiya, Kuwait 20010

EDUCATION

SSC **Alexandra Girls English Institution**, Mumbai, March 2008

SYB.Com: Commerce **Burhani College Commerce And Arts**, Mumbai, March 2012

Diploma: Teaching **Asian College Of Teachers**, Kuwait, April 2022

- Continuing education in **[Fun With Stem]**
- Received **[Phonics Star]** from **[Jolly Phonics]**

PROFESSIONAL SUMMARY

Focused and dedicated primary school educator with **[6]** years of experience. Passionate about educating children ages **[2yrs]** to **[6 yrs]** using various activities and organizational tools. Expert developing lesson plans, creating custom class materials assigning classwork and grading tests. Diplomatic communicator when addressing parents and children about disciplinary actions.

WORK HISTORY

June 2022 - Current **First Steps Learning Center - Primary School Class Teacher**, Mumbai, India

- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents.
- Used learning stations to incorporate colors, shapes and textures to help students develop communication skills and build relationships.
- Scheduled and directed field trips and hands-on activities to foster student learning and creativity.
- Coached students on physical and emotional safety as part of health curriculum.

November 2019 - August 2021 **Home Tuition - Home Tutor**, Salmiya , Kuwait

- Developed parent and student relationships by offering interactive assignments for students and parents.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Stressed importance of good study habits by encouraging students to create personalized study plans.
- Reviewed materials assigned by students' teachers to aid students in successfully completing homework.
- Worked one-on-one with **[7]** students in core subjects.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.

September 2016 - February 2017 **Content Writings - NGO Intern**, Salmiya, Kuwait

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Edited and proofread content to confirm proper grammar, quality and consistency with AP style.
- Played instrumental role in creative planning and review sessions, working with resourceful team to elevate quality of content and designs.
- Demonstrated flexibility, coped with challenges of rapidly changing world and

assisted students lacking language proficiency.

March 2009 - January 2012 **NGO - Teacher Helper**, Mumbai, India

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Responded to student needs and questions promptly.
- Cultivated core values such as kindness, respect, compassion and integrity within students.
- Supported student physical, mental and social development using classroom games and activities.
- Supported student learning objectives through personalized and small group assistance.
- Completed daily reports on attendance and disciplinary performance.
- Maintained safety and security by overseeing students in recess environments.

September 2008 - February 2009 **Burhani Book Store - Bookseller**, Bandra, India

- Used consultative sales techniques to understand customer needs and recommend relevant products and services.
- Delivered highest level of customer service by greeting, communicating and assisting customers with online orders.
- Recovered sales floor by picking up items, shelving books and product and straightening bookshelves and tables.
- Managed efficient cash register operations.

SKILLS

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| • Student counseling | • Elementary education |
| • Child development | • Basic Knowledge Of Computer |
| • Behavioral improvements | • New Teaching Methodology |
| • Activity Planning | • Modern Teaching Aid |
| • Training and Development | • Planning and Coordination |