

SADAF MANZOOR

Qualification: BSC B.Ed.

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OBJECTIVES

- “To secure a position as a teacher and utilize my dedication to foster quality education required for a child’s development.”
- “Develop and promote creativity and high-order thinking skills that increase the performance of the students.”
- “To build a long-term profession as a teacher that will offer endless opportunities for career growth and to keep up with cutting-edge educational technologies.”
- “As an entry-level teacher, I would like to leverage my extrovert and dynamic approach in teaching students. With my great administrative and coordination skills, I would work to perform organizational tasks and duties. Guiding the students to encourage them to participate in constructive programs would be my aim as a teacher.”
- “Seeking a teaching position at an elementary school to utilize my dedication and passion for fulfilling children’s educational needs and development.”
- “To obtain a teaching position where I can utilize my knowledge of advanced teaching methods such as team learning and e-learning.”
- “Passionate, Creative and Certified teacher with a bachelor’s degree in Education and a zeal to foster holistic education and learning to children of all ages.”

Key Skills

- Professionalism
- Self-motivation
- Confidence
- Patience
- Tolerance
- Flexibility
- Energetic
- Creative
- Organization
- Planning
- Expertise in teaching assistance
- Self-Discipline
- Adaptability and Flexibility
- Extrovert
- Good Behavior
- Decision Making
- Critical Thinking and Analytical Skills
- Excellent Communication Skills
- Planning and Organizing Skills
- Excellent with children

WORK EXPERIENCE

NOV 2018 – CONTINUE

HEAD CASHIER, EMIRATES INDIA INTERNATIONAL EXCHANGE

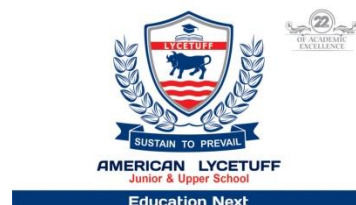


- Head Cashier are responsible for handling customer financial transactions like deposits, withdrawals, transfers, money orders, and checking. Also may include counting cash, answering phones, filing deposit slips and paperwork, managing ATM deposits, and balancing numbers at the end of the day.
- Making International Transactions, Corporate Deposits, WPS, Salary Deposit, New Customer Registration

JANUARY 2016 – JUNE 2018

CLASS TEACHER,

AMERICAN LYCETUFF INTERNATIONAL PRE-SCHOOL



- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Ensure your classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

MARCH 2014– NOV 2015

SUBJECT TEACHER,

DAR E ARQAM SCHOOL LAHORE



- Prepare appropriately the assigned courses and lectures
- Assigned classes at the scheduled times
- Demonstrate competence in classroom instruction
- Implement the designated curriculum completely and in due time
- Plan and implement effective classroom management practices
- Design and implement effective strategies to develop self-responsible/independent learners
- Engage students in active, hands-on, creative problem-based learning
- Provides opportunities for students to apply and practice what is learned
- Build students' ability to work collaboratively with others
- Relation to content and purpose of instruction and students' needs
- To maintain a safe, orderly environment conducive to learning
- To comply with requirements for the safety and supervision of students inside and outside the classroom

EDUCATION

BSC B.ED, JANUARY 2016,
ALAMA IQBAL OPEN UNIVERSITY ISLAMABAD PAKISTAN.

BACHELORS OF SCIENCE, JUNE 2013,
JINNAH DEGREE COLLEGE FOR WOMEN LAHORE PAKISTAN.

Assessment

- To define and communicate learning expectations to students
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- To assign reasonable assignments and homework to students as per university rules
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of quizzes, assignments, mid- and final semester exams
- To use student assessment data to guide changes in instruction and practice, and to improve student learning

Reference

- Can be Provided Upon Request