

Asmina Parvez

Phone/WhatsApp: 056-9037414

E-mail: asmijafri@yahoo.in



Curriculum Vitae

Objective:

To work for an organization that offers challenging growth and development opportunities.

To further pursue my career in the field of 'Education' and contribute significantly to the growth of the institution and self, through individual achievement with the spirit of teamwork.

Academic Qualification:

- M.A in English Literature from University of Mumbai (2012-2013).
- B.A in Sociology from University of Mumbai (2003-2004).
- Higher Secondary School Certificate Examination (H.S.C.E) from Mumbai (1995-1996).
- Secondary School Certificate Examination (S.S.C.E) from Mumbai (1993-1994).

Professional Qualification:

- M.Ed. with 'First Class' from University of Pune(2009-2010).
- B.Ed. (English, Geography) with 'Distinction' from University of Pune(2008-2009).
- Pre-Primary teacher training course(P.P.T.T.C) with 'A' Grade from University of Pune (2005-2006)
- IELTS –Band 6 (June 2019)

Additional Qualification:

- Successfully Completed Computer Course in MSCIT with 'Distinction'. (Maharashtra State)
- Successfully completed online courses preferred for Distance Learning. (Innovative educator)

Professional Experience:

- Currently working at Al Ain Juniors School, British System, as Coordinator for English (Grade1-6) from September 2019 till date.
- ADEK approved English teacher(August-2017-Till date)
- Year Leader for Grade 5 in Al Ain Juniors School, British System(August 2018-June 2019)
- Possess eighteen years and above experience at different levels and in different boards. (Since December 2000)
- Worked in Universal High School as Secondary Staff. 'ICSE' Board. Thane.(June2011-August 2017)
- Coordinator and Section Head VIII- X (English and Geography) (2015-2017)
- Head of the Section, Universal High School, Thane.(2012-2015)
- Coordinator of Primary Section, New English School, Landewadi, Pune.
- Teacher (Pre-Primary, Primary, Secondary)New English School, Landewadi, Pune(December2000-April 2011)
- Strong experience as a Private Tutor in India.(ICSE,CBSE,SSC)

Work Responsibilities:

- Coordinator of Primary and Lower Secondary Section.
- Class and teaching observations of teachers.
- Teacher Demos & feedback.
- Day to day work of a class teacher.
- Counseling of students and reporting to the Principal.
- Handling students with ADHD, L.D, Dyslexia problems and taking assistance of school counselor for students with ' Behavioral and Social problems'.
- Regularly meeting parents and updating student's academics, behavioral and social progress.
- Reporting to direct Line Manager/Vice Principal H.O.D for subject related issues.
- Member of School Discipline Committee.
- Member of School Girls Welfare Committee.
- Member of School Co-Curricular Committee.

Responsibilities handled other than Academics:

- Invigilator for ICSE board examinations.
- Choreographed important events for School& Jr. College.
- Preparation of Skit, Drama.
- Prepared theme oriented presentation.
- Preparing students for different competition conducted for intra-school and inter schools and intra-college and inter- college.
- Organizing programs on 'Social Issues' like: Terrorism, Religious Festivals, National Festivals, Deforestation, Female Infanticide; Mime Shows, Puppet Shows, Talk-Shows and Street Plays.
- Coordinator for school educational tours & field trips.
- Active participation in school Annual functions & festivals.
- Active participation during sports day function.

Administrative Experience:

- Member for conducting admission test for students.
- Helping the Principal in recruitment procedure.
- Coordinating with different schools for various competitions.

Training and Workshops:

- Conducted PD sessions for teachers-(Professional Development) - Critical Thinking, Guided Reading
- Attended seminars, workshops and training sessions conducted by school on: 'Effective Teaching, Curriculum, Evaluation.(Pune, Landewadi, Ghodegaon)
- Workshop on 'Enhancing Teachers Effectiveness'. (Pune)
- Workshop on Multiple Intelligence (Howard Gardner's Theory) conducted in School Head Quarter. (Mumbai)
- Workshop on Effective English Teaching Methodology.(Universal High School/ICSE,Thane)
- Workshop Teaching of SST-Geography and History.(Universal High School/ICSE,Malad)
- Attended workshop of Guided Reading-Consultant FPMC.(Al Ain Juniors School)
- Attended workshop of Stretch and challenge-Consultant FPMC(Al Ain Juniors School)
- Completed online training workshop/courses for Microsoft Teams & NOS(National Online safety)

Areas of Expertise:

- Use of various methods in teaching.
- Use of active learning strategies to improve the effectiveness of teaching and learning.
- Use of Audio-Video aids in teaching to enhance teaching.
- Preparation of 'Power Point Presentation' to make the teaching-learning process easy, interesting and effective.
- Use of 'Inter Disciplinary' approach cross curriculum approach in teaching.

Responsibilities Capable Of:

- Teaching subjects English and Geography effectively.
- Coordinating – English Subject Grades 1-6 (British Curriculum)
- Coordination and Supervision of Sections efficiently.
(Secondary, Primary and Pre-Primary)
- Coordination and Supervision of cultural activities, competitions, co-curricular activities. (Sports, Annual festivals, etc.)

Languages Known:

- English (Written and Spoken)
- Arabic (Only reading)
- Hindi (Written and Spoken)
- Marathi (Reading and Writing)

References:

- Can be provided upon request.

Profile:

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| • Name | : | Mrs. Asmina Parvez |
| • Husband's Name | : | Mr. Parvez Nazimali |
| • Age & Date of Birth | : | 42 years, 11th June 1978 |
| • Marital Status | : | Married |
| • Children | : | Two |
| • Nationality | : | Indian |
| • Religion | : | Islam |
| • Contact No. | : | +971 569037414 |
| • Email Address | : | asmijafri@yahoo.in |