

SALMA SHAKEEL

Elementary School Teacher

Maliha Road, Muweillah, Sharjah, United Arab Emirates

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Date of Birth: 6th July 1980

Place of Birth: Quetta – Pakistan

Nationality: Pakistani

Marital Status: Married

PROFILE

To work and obtain a position in a professional organization, offering excellent opportunities to utilize my education, knowledge and skills by assigning clear and achievable goals.

An innovation team player possessing interpersonal communication, team motivating, people management skills combined with analytical mind – set and problem – solving abilities.

Excellent attitude, communication and interpersonal skills.

EXPERIENCE

Home Teacher, Fazaia Inter College Malir Cantt (FIC Malir)August 2017 – May 2019
Karachi – Pakistan

- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Boosted student grasp of materials with weekly tutoring sessions.
- Kept students on tasks with proactive behavior modification and positive reinforcement strategies.
- Developed student's computer and technology skills through demonstration and practice.
- Organize grade records to increase reference speed.
- Worked with other teachers and administration to evaluate and revise elementary school program.
- Met regularly with parents and guardians to discuss children's progress.
- Planned, implemented, monitored and assessed classroom instructional program.
- Completed assignment grading in a timely manner to communicate student progress.
- Created and implemented after- school student writing workshopped for school application essay.
- Enforced the school's students-led after school tutoring program to teach under-privileged students.
- Prepared quizzes, tests and examination to gauge how well students were learning.
- Contributed to instructional program development with synchronous and asynchronous lessons, recordings and instructional materials.
- Adapted teaching methods and materials to meet students varying needs and interests.
- Assisted with the organization and administration of standardized testing.
- Fostered meaningful relationships among students through student field-trip retreats and team-work community service project.
- Provided reading instructions to special need students.
- Acquired a general knowledge of program curriculum and detailed knowledge of assigned courses.
- Fostered team collaboration between students through group projects.
- Preserved the confidentially student's records and information at all times.
- Drafted lesson plans and submitted for review and feedback.
- Worked collaboratively with other teachers to review data and develop instructional strategies to address student leaning objectives.
- Corporative with parents to support student learning and healthy development in school and at home.
- Fostered oral language development and critical thinking skills during literacy discussion.
- Communicated frequently with parents, students and faculty to provide feedback and discussion on instructional strategies.

- Set up lesson materials, bulletin boards display and demonstration.
- Completed and filed all necessary paperwork for classroom activities including meal count, worksheets, dossiers, and attendance logs.
- Observed and evaluated student’s performance, behavior, social development and physical health.
- Created an enjoyable interesting learning environment for students each year.

Computer Teacher. The City School. Sept 2008 – January 2013
 Quetta – Pakistan

- Teaching all areas of the school computer curriculum.
- Teaching students the latest computer skills.
- Creating rigorous lessons that are aligned with the subject curriculum.
- Providing ongoing and timely feedback to students on their progress.
- Involving parents and careers in a child’s education.
- Completing daily pupil attendance reports.
- Preparing assignments, course material and lessons for pupils to do.
- Marking and grading a pupil’s class and home work.
- Demonstrating computer hardware and software to students.
- Encouraging classroom discussions between pupil’s.
- Informing parents of a student’s academic progress.
- Installing teaching software on computers.
- Selecting which teaching resources to use in class.
- Enforcing high standards of student behavior.
- Working closely with other teaching and school staff.
- Maintaining discipline in the classroom.
- Attending parents' evenings.
- Attending staff meetings.
- Researching new subject topic areas to teach.
- Investigating cases of misbehavior.
- Proficient in Windows and Microsoft Office software.
- Troubleshooting PC problems.
- Following data security procedures.
- Conducting frequent and appropriate assessments of a student’s abilities.

EDUCATION

Preston University. May 2001 – June 2003
Master of Science in Information TechnologyQuetta - Pakistan
 Graduated with a 3.1 GPA

Allama Iqbal Open University August 2016 – May 2019
Bachelors in Education (B.Ed)..... Karachi – Pakistan
 Graduated with a 68%

Girls College May 1998 – January 2001
Bachelors in Commerce (B. Comm) Quetta – Pakistan
 Graduated with a 65%

SKILLS

<i>Leadership and Teamwork</i>	<i>Expert</i>	<i>Lesson Plans</i>	<i>Expert</i>
<i>Modified Teaching Techniques</i>	<i>Expert</i>	<i>Communication Skills</i>	<i>Expert</i>
<i>Teaching Methods</i>	<i>Expert</i>	<i>Student Centered Learning</i>	<i>Expert</i>
<i>Project Management</i>	<i>Expert</i>	<i>Problem solving</i>	<i>Expert</i>
<i>Classroom Management</i>	<i>Expert</i>	<i>Student Motivation</i>	<i>Expert</i>
<i>Child development</i>	<i>Expert</i>	<i>Microsoft Office Suite</i>	<i>Expert</i>

COURSES

Microsoft Office Suite January 2009 – March 2009
IQ Concept (P.A.S.S)

EXTRA CO- CURRICULAR ACTIVITIES

Program coordinator August 2017 – May 2019
Fazaia Inter College Malir Karachi – Pakistan

Program coordinator December 2008 – January 2013
The City School Quetta – Pakistan

HOBBIES

Reading Books

LANGUAGE

English *High Proficient* *Urdu* *Native Speaker*
Arabic *Working Knowledge* *Hindi* *Highly Proficient*

REFERENCES

References available upon request