**Warda Aslam**

**Nationality:**  *Pakistani*

**Date of Birth:**  *Feb19, 1988*

**Marital Status:**  *Single*

**Contact No:**  *+218-92-3455220* **E-mail:** [w.signs07@gmail.com](mailto:w.signs07@gmail.com)

**Objective**

To work with an Institute where I can exert the latest Technical and Management Techniques regarding my Teaching experience.

**QUALIFICATION**

**DATE EXAMINING BODY SUBJECT**

2005 **FA** Pakistan Community School & College, Tripoli – Libya Arts

**EDUCATION**

**DATE SCHOOL/COLLEGE COURSE**

2003-2005 **HSSC** from Pakistan Community School & College, Tripoli – Libya Arts

2001-2003 **SSC** from Pakistan Community School & College, Tripoli – Libya Arts

**WORKING EXPERIENCE**

**DATE EMPLOYER**

June 2017 - **Administrator/ Teacher at Raise Right International School (Tripoli – Libya)**

(Till present)

Responsibilities

* Teaching English and Mathematics to Grade 3, 4 & 5.
* Assisting with faculty recruitment, orientation, retention, development and mentoring.
* Ensure accuracy of student information.
* Manage the academic performance of academic staff and the learners’ progress.
* Plan, design, coordinate and assist with a range of programs and services related to tutoring, supplemental instructions, enrichment programs and group study programs.
* Sharing real-time information and knowledge with colleagues through collaboration.
* Assistance with the preparation, co-ordination and attendance at functions, events, registration and activities.
* Participating in and leading academic workshops as assigned.
* Keeping the parents informed on regular basis about the progress and events.

September 2016 - **Asst. Coordinator/ Teacher at Laureates International School (Tripoli – Libya)**

June 2017

Responsibilities

* Teaching Grade 2 (All subjects).
* Participating in the management activities and keeping the parents updated.
* Promoting activities that support intellectual & all-round development of growing children.
* Creating long-term plans, unit plans & assessments with an instructional approach.
* Sharing real-time information and knowledge with colleagues through collaboration.
* Observing and assisting with student assessment and parent-teacher conference.
* Fostering a healthy learning atmosphere in class by recognizing & nurturing the creative potential of each student.
* Motivating students to contribute in productive activities.
* Attending & participating in Faculty conferences and meeting for better prosper of the school and its policy deployment.

September 2014 - **Teacher in NOA Academy (Tripoli - Libya)**

April 2015

Responsibilities

* Teaching Grade 2 (All subjects).
* Participating in the management activities and keeping the parents updated.
* Supporting the school in delivering the curriculum effectively.
* Accepting responsibility for classroom including all planning, instructing and assessment.
* Through cooperative learning tool motivating students to take part in activities which promotes cooperation and collaboration.
* Sharing real-time information and knowledge with colleagues through collaboration.
* Observing and assisting with student assessment and parent-teacher conference.
* Creating comfortable yet structured learning environment.

August 2012 **Teacher in Pakistan Embassy School & College (Tripoli – Libya)**

**(Till Present)**

Responsibilities

* Teaching Grade 1 (All subjects).
* Attending and participating in Faculty conferences and meeting for better prosper of the school and its policy deployment.
* Cooperatively working with faculty members, peers, management and parents to make informed decisions.
* Deploying and enforcing school policy to maintain the discipline and ethical conduct.
* Sharing real-time information and knowledge with colleagues through collaboration.
* Developing and maintaining lesson plans in compliance with the school policy.
* Keeping parents informed on regular basis about the progress and events.
* Assigning and follow-up of the homework assigned to students.
* Building and maintaining confidence of students.

January – July 2012 **Teacher in Zuhour Al-Andulus (Qarqaresh – Tripoli)**

Responsibility

* Teaching Math to Level 5 and 6 students.

**Areas of Expertise**

* Classroom organization & management
* Resource management
* Pupil motivation
* Pupil discipline
* Curriculum planning
* Planning activities

**Skills & Abilities**

* Cooperative and Collaborative
* Self motivated
* Team-oriented and Supportive
* Student focused
* Creative and Analytical
* Adaptable, Learner and Responsive

**Personal Qualities**

* Patience
* Maturity
* Confident
* Responsible
* Effective communication skills

**Extra Curricular Activities & Interests**

* Book reading
* Baking
* Music
* Travelling

**Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Language** | **Understand** | **Speak** | **Read** | **Write** |
| 1 | **English** | Excellent | Excellent | Excellent | Excellent |
| 2 | **Urdu** | Excellent | Excellent | Excellent | Excellent |
| 3 | **Arabic** | Excellent | Excellent | Good | Basic |