**Dear Sir/Madam**

It is my interest to apply for a job at your reputable school as I have been seeking for such an opportunity as this, and I hope that my professional experiences would meet your requirements.

After my years of experience, I have a thorough understanding of every detail concerning related aspects in any of the above mentioned fields.

Your kind attention is highly appreciated.

My C.V. is enclosed for your kind review.

Sincerely,

*Sahar Mokhtar*

|  |  |
| --- | --- |
| **SAHAR MOKHTAR**  **Address:Heliopolis.  Cairo**  **Mobile: 012 2274 1989**  **Egyptian**  **Married** |  |

**Education**

\* Faculty of Art English Department, Simintility of Translation,

Ein-Shams University.

\* Completed English Literature High Level at the English Mission High School

(As-Salam College).

**Employment History**

\* Teacher Assistant at the British International School at Rehab City

From 4 September 2016 till now.

\* Co-Teacher at the British International School, Maadi

From September 2014 to September 2015.

\* Administrative Coordinator at Rajac American School

From April 2003 to September 2014. (11 years)

\* English Teacher at Rajac Language Elementary Schools

From 1/2/2001 to 31/3/2003. (3 years)

**Language skills**

\* Arabic (Mother Tongue)

\* English (Very Good)

**Skills**

\* Intermediate computer skills.

\* Good communication skills.

**Main Responsibilities**

**Teaching**:

Preparing resources and material needed for teachers.

Talking to pupils about their behavior.

Sitting near pupils who find it difficult to complete their tasks.

Dealing with parents’ complains.

Helping pupils between the ages from 5 to11 with Science, Social Studies and English as a Tutor to follow-up the teacher’s explanation.

**Admission**:

Schedule and conduct interviews and assessments with parents and students who are joining the school.

Meet with new parents and answering their questions about their kids and the school.

**Follow-Up & Filing**:

Checking the correction of students' copy books (Follow-up)

Follow up on school discipline rules/policies

Follow up with teachers the lesson plans.

Communicating with parents continuously concerning the students and receiving their phone calls.

Producing reports to the parents about their children on regular basis.

Supervise quizzes, exams and revision sheets for all quarters

Recording all types of leaves for all teachers and employees

Recording time and attendance for teachers and students

Producing teachers' attendance, absenteeism and all types of leaves.

**Interpersonal Skills:**

Capable to make good team work with all levels of management and colleagues.

Analytical approach to solving problems.

Self-motivated, eager to learn and always prepared for challenges.

Good listening skills and patience.