

Iqra Qayyum

E-mail: iqraqayyum25@gmail.com

Mobile: +92 308 4683220

Dear Sir/Madam,

I am a Teacher equipped with top notch skills and experience in teaching of English at different class levels.

I have a vast experience of teaching and have taught in numerous renowned educational institutions. This enables me to interact with students, management and operational level professionals to obtain thorough technical and working understanding of existing as well as envisioned businesses and performing my duties effectively and efficiently.

My passion to learn and excel urges me to seek a challenging and rewarding position in any well reputed educational organization and through my professional eloquence and determination become a distinguished asset to my employer.

It will be an immense opportunity for me to strive and perform for your institutions and while doing so become a source of inspiration for my students, an anchor for co-workers and a source of pride for my seniors.

Through review of my enclosed resume, I believe that you will find me to be a result-driven professional.

Thank you for your time to review my credentials, and I look forward to discuss further about possible opportunities.

Thanking you in anticipation.

Sincerely

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SNAPSHOT

I am **M.A English** with more than Four (4) and a half year of diversified teaching experience. During my teaching period, I have gained ample experience in applying teaching and assessment methodologies. While working with many institutions, the key skills and expertise obtained in the different areas include:

- Designing and developing educational objectives
- Preparing teaching material
- Playing a crucial role in fast-paced teaching environment
- Capable of simplifying lesson plans to achieve curriculum objectives, without sacrificing quality
- Capable of maintaining effective discipline in class rooms

PROFESSIONAL QUALIFICATION



M.A English – University of Sargodha



B.ED – Allama Iqbal Open University



B.A – Computer Science

PROFESSIONAL EXPERIENCE

- Two years' experience of teaching in Prime Askari School Lahore
- Four years' experience of teaching at academy level

COMMUNICATION SKILLS AND ABILITIES

- Diligent, Adaptability, Team building spirit, Integrity.
- Good interpersonal Communication and Leadership skills.
- Work ability as a team member
- Good communication and presentation skills.

COMPUTER SKILLS

- Basic computer operating.
- Internet surfing, Email browsing.
- MS office Word, Excel, Power Point

CO CURRICULAR ACTIVITIES

- Organized different co-curricular functions and events at school and academy level
- Participated in Debating Competition of teachers arranged on the event of 14 August
- Participated in series of Seminar on Students Counseling;
- Participated in Capacity Building and Career Growth workshop;

LANGUAGES

Fluent in English, Urdu and Punjabi;

EDUCATIONAL BACKGROUND

Education	Institute	Year of Passing
M.A English	University of Sargodha	2017
B.ED	Allama Iqbal Open University	2015
Bachelor of Arts	Punjab University	2013
Intermediate	Lahore Board	2011
Matriculation	Lahore Board	2009

PERSONAL PROFILE

- Father's name Abdul Qayyum Khan
- Date of birth June 05, 1993
- CNIC No. 35201-7110691-4
- Nationality Pakistani
- Religion Islam
- Address House No. 168, Street No. 02, Mian Amir ul Din Park
Tajpura Scheme Lahore Cantt.

REFERENCE

Reference will be furnished on demand.