
AMNA BIBI

H#151/1, S#8B, MOHALA TENCH BHATTA., RAWALPINDI, 46000

H: 03331569049 | aquireshee.94@gmail.com

PROFESSIONAL SUMMARY

Attentive and adaptable Secondary-Grade Teacher skilled in using empathy and other emotional intelligence skills to effectively manage classroom behavior. Leverages student feedback to create dynamic lesson plans that address students' strengths and weaknesses.

EDUCATION

MASTER OF SCIENCE: Economics and finance (Micro/Macro), Portfolio in management theory, Corporate Finance, Basic Econometric, Financial Economics, International Economics.

International Islamic University Islamabad

Islamabad, Islamabad Capital Territory | 2019

BACHELORS OF COMMERCE : Introduction to Business, Economics, Money Banking and Finance, Advance Financial Accounting, Cost Accounting, Business Taxation, Business Law and BCRW.

University of the Punjab

Lahore, Punjab | 2016

EXPERIENCE

SILVER OAKS SCHOOL

Teacher | Rawalpindi, Punjab | August 2019 - December 2019

- Monitor students' progress, and provide students with assistance in resolving any problems.
- Confer with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems.
- Teach classes or courses, or provide direct care to children.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Initiate, facilitate, and moderate classroom discussions.
- Advise students on academic and vocational curricula and on career issues.

- Participate in campus and community events.

HOME TUTION

Teacher | Rawalpindi, Punjab | May 2014 - July 2019

- Monitor students' progress, and provide students and Parents with assistance in resolving any problems.
 - Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.
 - Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.
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ACHIEVEMENTS

- Created a program by collaborating with the school library to foster an interest in historical literature and supplement Social Studies education.
 - Established a reward system to manage inappropriate classroom behavior, resulting in a marked decrease in detentions.
 - Implemented an Individualized Education Plan for students with unique needs.
 - Won Naat competitions in School, College and University.
 - Got first position sprint racing in college.
 - Won many speech competitions in academic years.
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SKILLS

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| ● Economics and Accounting | ● Administration and Management |
| ● Education and Training | ● Mathematics |
| ● Critical Thinking | ● Writing |
| ● Monitoring | ● Computer skills, Proficiency in MS office 2007 |
| ● Stata and Eviews | ● MS excel |
| ● Teaching and Motivational skills | ● Good Communication skills |
| ● English Language | ● Speaking |
| ● Coordination | |
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INTERESTS

- Reading
- Naat

- History
 - Economics
 - Music
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LANGUAGE

- Urdu
- English
- Punjabi