**Sana Fatima**

**Contact:**

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**CAREER OBJECTIVE:**

***An organized professional teacher with strong subject knowledge, classroom management skills, and practical experience seeks to provide high-level teaching lessons to students. To further the cause of education by implementing successful teaching practices learned over the past 10 years of working as a pre-school teacher with students of different backgrounds and cultures.***

**PROFESSIONAL WORK EXPERIENCE SCHOOL TEACHING:**

**Organization:** **The Punjab School**

**Tenure:**  **2016 - 2019**

**Designations:** **Teaching**

**Organization:** **International Imperial School**

**Tenure:**  **2009 - 2010**

**Designations:** **Teaching**

**Organization:** **Shaf Montessori School**

**Tenure:**  **2007 - 2008**

**Designations:** **Teaching**

**Organization:** **Punjab Cadet School**

**Tenure:**  **2005 - 2006**

**Designations:**  **Teaching**

**PROFESSIONAL WORK EXPERIENCE ACADEMIC TEACHING:**

**Organization:** **Roots Academy**

**Tenure:**  **2013**

**Designations: Junior classes Teacher**

**Organization:** **Al-Huda Academy**

**Tenure:**  **2002-2004**

**Designations: Junior classes Teacher**

**PART TIME WORK EXPERIENCS:**

**Organization:** **Yours Domain**

**Tenure:**  **2007-2014**

**Designations: Content Writer**

**ACADEMIC EDUCATION: YEAR**

* **B.ed Allama Iqbal open University , Lahore 2011**
* **M.A (**International Relations**) Punjab University, Lahore 2007**
* **Graduation (B.A) Gov. Collage for Girls Samanabad , Lahore 2003**
* **Intermediate (F.A) Gov. Collage for Girls Samanabad , Lahore**

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* **Outstanding command over verbal and non-verbal communicative & interpersonal skills.**
* **Multi-functional perspective.**
* **Ability to handle multiple issues of increasing complexity.**
* **Utilizes resources effectively which save time and money.**
* **Strong organizational, managerial, problem solving and interpersonal skills.**
* **Confidently able to work independently or in a team to deal effectively with educators & employees.**
* **Flair to organize & prioritize tasks to meet deadlines.**
* **Have a good level command over English, Punjabi, and Urdu Languages.**

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **Montessori Teacher Training Certification.**
* **MS Office** **(All versions, esp. MS Word, MS Power Point and MS Excel)**

**INTERESTS AND HOBBIES:**

* **Hobbies include, music, poetry, reading historical books, philosophy and all religious books.**
* **Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.**

**PERSONAL INFORMATION:**

**Date of Birth** : 9th Feb 1984

**Language** : English, Urdu, Punjabi , Arabic (Beginners level)

**Nationality** : Pakistani