Eman Ahmad

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# PERSONAL INFORMATION

# Nationality: Pakistani

# Date of Birth: 27th June 1987

# Place of Birth: Saudia Arabia

# Gender: Female

# Marital Status: Married

# Number of Children:2

# Objective

To work as an Academic Coordinator / Administrator/ English Teacher in an innovative and progressive educational institution

# Education

## Masters | 2012-2014 | National university of modern languages

* Major: English Linguistics Teaching
* Minor: English Literature
* Related coursework: Teaching English Language at Intermediate Level Using PPP Pattern

## Bachelors | 2006-2008 | Punjab University

* Major: Journalism
* Minor: English Literature
* Related coursework: Educational Development

# Trainings and Workshops

* Training in policy implementation
* Certification in attendance management
* Training in continuing professional development (CPD)
* Cambridge Training
* Training on parents’ meetings
* Workshop on Time management
* Training on smart board lessons
* Workshop on personnel management
* Training on multiple learning strategies
* Workshop on Bloom’s Taxonomy
* Workshop on Child care and protection (British Council)

# Skills & Abilities

* Skilled in operational and instructional leadership at elementary and secondary schools
* Able to train and supervise staff & sets instructional objectives
* Able to develop and implement programs and curriculum activities with special focus on promoting educational goals, solid knowledge of conceptualizing the broad goals of the school aimed at facilitating organizational efficiency
* Able to work through smart boards and progressive technological interfaces
* Able to coordinate and manage all the activities related to academic and non-academic administration
* Able to coordinate tasks at front office

# Experience

## ADMIN Officer | LAHORE GRAMMAR MIDDLE SCHOOL FOR GIRLS, JOHAR TOWN LAHORE | 01ST sep 2018 – 1st oct 2019

**Key Responsibilities:**

* To lead, develop and manage the financial, administrative and personnel related operations at the school to ensure the correct implementation of school.
* To contribute to the school’s development and assist the Principal as and where appropriate.
* To support the work of the Senior Leadership Team in the exercise of their operational responsibility.
* Staff advertisements, appointments and associated paperwork including interviewing of support staff and devising question matrix for interviews
* To maintain staff records and to ensure that staff records held in the school are kept confidential. This includes the administration and responsibility of the Single Central Record.
* To arrange supply cover for teaching and support staff as and when required (first point of contact for staff reporting their sickness).
* Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals

## subject teacher (islamiat) | LAHORE GRAMMAR MIDDLE SCHOOL FOR GIRLS, JOHAR TOWN LAHORE | 01ST sep 2017 – 1st oct 2019

**Key Responsibilities:**

* To develop lesson plan, lecture materials and curriculum plan for Islamiat (Grade 6)
* Designing assessments, copy checking, compilation of results

## Front Desk Officer | LAHORE GRAMMAR MIDDLE SCHOOL FOR GIRLS, JOHAR TOWN LAHORE | 01ST march 2017 – 1st sep 2017

**Key Responsibilities:**

* Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
* Understands, accepts, and abides by the School’s philosophy and mission statement in all his/her school activities
* Develops a positive, welcoming and caring climate in the Front Office
* Consistently exhibits high standards of professional conduct
* Effectively perform all other duties as assigned by Principal
* Assists students and others with routine problems and will refer non-routine items to a supervisor
* Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team
* Able to establish and maintain satisfactory working relationships with other employees, children, and the general public
* Able to write legibly
* Able to honor confidential information

## English Co- ordinator | Al Itqan American School Sharjah, Uae | 18th JUNE 2015 – 1st Sept 2017

**Key Responsibilities:**

* Manage day-to-day activities at an elementary or secondary school
* Leadership and supervisory skills
* Create instructional resources for use in the classroom
* Developed and implemented core curriculum and class-appropriate lesson plans
* Monitor students and teachers for progress
* Train, encourage, and mentor teachers and other staff
* Manage career counseling
* Supervise teachers, counselors, librarians, and other support staff
* Maintain rapport with parents
* Work actively with teachers to maintain high curriculum standards
* Establish performance goals and objectives
* Explain or answer procedural questions
* Visit classrooms and observe teaching methods
* Examine learning materials
* Review instructional objectives and adjust accordingly
* Ability to make constructive and beneficial decisions for students, faculty, parents, community and institution
* Diverse knowledge of educational practices and models

## English teacher | shams al assil school SHARJAH, uae | 24th august 2014 -18th june 2015

**Key Responsibilities:**

* Create instructional resources for use in the classroom
* Developed and implemented core curriculum and class-appropriate lesson plans
* Monitor students and teachers for progress
* Teaching Grade 3 American Curriculum and syllabus designing

## English teacher | rosary school sharjah | 19th feburary 2014 -24th August 2014

**Key Responsibilities:**

* Create instructional resources for use in the classroom
* Developed and implemented core curriculum and class-appropriate lesson plans
* Monitor students and teachers for progress
* Teaching Grade 5 and 6 British Curriculum and syllabus designing

## Telecommunication Officer | ACER COMPANIES | 19th feburary 2006 – 24th August 2008

**Key Responsibilities:**

* Ensure optimum call quality and achieve daily outbound calling targets
* Update parents feedback/concern accurately in the Parent Complaints portal in BEAMS
* Keep self-updated with relevant Beaconhouse related information to effectively manage parent query regarding Beaconhouse School System
* Based on training provided, be able to work effectively on the systems provided
* Ability to manage call talk time, while managing the call quality and customer call experience