Irum Naveed

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Allama Iqbal Town, Lahore, Pakistan.

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**Date of Birth**: 02-01-1970

**Profile:**

An active team player with good communication and inter personal skills with an ability to learn quickly and work under pressure to meet deadlines.

**Objective:**

To fill the role of a responsible position by successfully leading the organization through building high performing teams, professionally managing work and people and enlisting others in the organization’s visions.

**I would like to apply for the post of Principal in your institution. My teaching and administrative experience is 24 years’.**

**Presently, I am working as a Principal in one of the**

**well reputed institution. It is from Preschool to Matriculation and more than 800 students are studying in it.**

**I worked in Beaconhouse School System for 13.6 years.**

**I worked as a School Coordinator for 2.6 years’ in Beaconhouse School System.**

**I am a certified teacher. I did C.P.ed that is Certificate in Professional Education from University College of Plymouth, St. Mark and St. John (U.K). I am confident that I should be considered to be the part of your team.**

**Present position holding is Principal**

* **January 2018 – to date**

**Worked as a School Coordinator in Beaconhouse School System**

* **January 2015 – August 2017**

**My Strengths**

**Worked as school coordinator in Beaconhouse School System**

Planned and lessons according to Beaconhouse School System (BSS) teaching standards.

Designed planned co-curricular and academic activities (indoor/outdoor).

Conducted workshops on lesson planning, group management & writing evaluations.

Excellent communication skills.

Smooth interaction with parents.

Displaying the highest ethical and professional behavior and standards when working with students, parents and school personnel.

Attending meetings and workshops for professional growth.

Observing and evaluating teaching methodologies in different curricular areas.

Conducting model lessons (Math, Knowledge of the World & English) and planning workshops.

Peer observations.

**13 Years’ experience in Beaconhouse School System**

**January 2004- To 2017 Beaconhouse School System**

* Worked as Class Teacher in Beacon house School System.
* Planned lessons
* Designed workbooks
* Designed and planned co-curricular and academic activities (indoor/outdoor).
* Attended meetings and workshops for professional growth.

**10 Years’ experience in Primary Section**

**September 2002 – December2003 Lahore Grammar School**

**Worked as an Early Years Teacher**

**May 1997- May 1998 Yousaf Academy**

* Worked as Class Teacher for 5

**March 1995 – January 1996 Heritage School System**

* Worked as Class teacher for 3

**February 1993- March 1995 Mussarat Piracha’s Girls High School**

* Worked as Class Teacher for 3

**September 1991- 1992 Elixir Academy**

* Worked as Class Teacher for Class IV, V

**January 1989- June 1991 Pakistan** **School Bahrain (Arabian Gulf)**

Worked as an Early Years Teacher

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| --- | --- |
| Professional Development | Certificates  Spelt 2004 – Teaching Learning, Learning Teaching  Spelt 2006 – Teachers in Action  **“Certificate in Professional Education (C.P.ed) in 2008/2009.**  **School of International Education,**  **University College of Plymouth,**  **St. Mark and St. John (U.K)**   * IELTS (2008) The British Council   Achievements  Attended KFC Teachers Convention  Certificate of Appreciation for making the “Drama Festival” an outstanding event.  Certificate of participation for outstanding performance in “Snow White and the seven dwarfs” on Children’s Day 2010  Certificate of participation for outstanding performance in “Cinderella” on Children’s Day 2009  Beacon house School System (BSS) Service Excellence Award for completing 5 years of service  For a successful Annual play “Aladdin” (2006).  For a well-managed successful Annual Play “Shrek” (2005)  For showing hard work and dedication on a well- coordinated Sports Day (2004) |

**Qualification & Skills:**

**Certificate in professional Education**

**School of International Education,**

**University College of Plymouth,**

**ST.MARK AND ST. John (u.k) (2008-2009)**

* M.A English Literature (1998)
* B.A (English Literature) (1992)
  + MS Word

References: Available on request