

**CURRICULUM VITAE**

**Mohammed Ashraf s/o Abdul Ghani**

**Mobile :( 92) 3377514216**

**E-mail: m.ashraf\_pk@hotmail.com**

**D.O.B:13-07-1964**

A highly professional and self-motivated teacher. Enthusiastic individual of working with effective communication and interpersonal skill. Capable of working under pressure. Prioritizing workload as an individual or in a team environment. Experience has been gained within industry for about 27 years.

**CAREER HISTORY May 4, 1991--to 06-06-2016**

**PAKISTAN (Embassy) INTERNATIONAL SCHOOL (ALAZIZA), JEDDAH, Saudi Arabia**

**ALWAHA INTERNATIONAL SCHOOL (ALREHAB), JEDDAH** **(British Curriculum)**

**NOBLES INTERNATIONAL SCHOOL, ALRAWADA, JEDDAH (American Curriculum**)

**PAKISTAN INTERNATIONAL SCHOOL,AL-JUBAIL**

* Teaching English, Geography, History & Social Studies at elementary and secondary school level with outstanding achievement, excellence and productivity of education and an up hand contribution in building strong base in these subjects.
* Teaching students with confidence and authority .
* Demonstrating highly professional attitude and commitment as a teacher and showing specified professional requirements.
* Teaching with clear understanding of how pupils should progress and what is expected of them.
* Demonstrating excellent skills in class management, planning, teaching, monitoring and assessment of students.
* Providing an approachable and helpful interference between students and parents.
* Providing a focal point of individual accountability for the preparation of examination and compiling results.
* Monitoring and ensuring the completion of syllabus and all other students’ activities are carried out in the most efficient manner, within the timescales set and to the quality standards and uniformity required.
* Ensuring the accurate and timely completion of reports on monthly basis.

**PROFESSIONAL QUALIFICATION**

* **Master Degree in Education from Institute of Education and Research Punjab University, Lahore**
* **One year Islamic Correspondence Course from International Islamic University ,Islamabad**

**Distinction Certificatses & Achievements**.

* **27** years of experience in professional teaching with award winning certificate and achievements.
* Various achievements and certification with 100 percent results.
* Awarded as an asset for the institution. A tremendous success in judging the grasping ability and psychology of students.

**Key skills and Strength**

* Numerate analytical and computer literate.
* Organizing complex events and system of work.
* Successful record in completing projects/initiatives.
* Diffusing sensitive situations through tact and diplomacy.
* Ability to easily adapt to varying situation and quickly grasps new techniques.

**Key Duties and Responsibilities as Sectional Head (Senior Boys)**

* Thoroughly preparing the curriculum and syllabi of different subjects for all the terms of academic year.
* Preparing comprehensive time table for the academic as well as co- curricular activities.
* Instructing and guiding the teachers how to prepare and deliver class lectures according to the requirements of the prescribed curriculum.
* Arranging teaching workshops and seminars for teachers for improvement and development of teaching methodology.
* Provide help in setting examination papers as well as evaluating the examination papers prepared by other teachers.
* Play key role in arranging parent’s teacher meeting.
* Look after the interests of teachers and the students.
* Constitute different committees and deputing duties with the consultation of principal.
* Keep an eye on overall progress of the teachers.

**Language Skill**

English ,Arabic,Urdu