SHAMAEEN FARHAT NAQVI

Muscat – Sultanate Of Oman

CAREER PROFILE

With over 10-year diverse experience in teaching and administration possessing a forward-thinking approach towards management and on the progress of pupils as well as organization.
A well organized proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Well presented and able to establish good working relationships with a range of different people, ability to generate innovative ideas and solutions to problems.

EDUCATION

BCS - Bachelor of Computer Sciences -2007
American World University ,Mas Education, U.A.E

Diploma Software Engineering - 2005
Zenith Training Institute, Al-Ain , U.A.E

High School IGCSE O level - 2003
Al-Ain Juniors , Al-Ain, U.A.E

Cambridge International Examinations
Professional Development Course for Cambridge IGCSE - 2015
Information and Communication Technology.

WORK PROFILE

IT & ICT Teacher/Coordinator – Senior Section & Admin|Sep 2012 - May 2016
Omar Bin Al-Khattab Billangual School , Al-Burami, Oman .
Assign Classes for Grade 1- IGCSE O level, A level Cambridge and Ministry of Education Oman.
Training staff with the ICT skills for their subject English, Math & Science.
Admin:-Generate result computer based for the school, circular, invitations, date sheet, certificates for activities & academics booklist, meetings, workshopsministry work with principal maintain files for ministry correspondence, teachers resources, Cambridge syllabus invigilate for Cambridge examination .

Designer | March 2012- to date (part time)
Orbit Advertising &Publicity, Al-Burami, Oman.
Designing website
Designing magazine
Designing mugs, t shirts, broachers, banners and flex boards

IT Teacher | March 2011- Jan 2012
BeaconhouseSchool System , Gujrat Pakistan
Prepare lessons, resources, homework, assignments and assessment for the classroom
Available to students and parents for conferences according to system policies
Works cooperatively with school administration, Special support personnel, colleagues and parents

Assistant ITManager |Feb 2010-Feb 2011
Bararri Forest Management, Abu-Dhabi, UAE
Interact with all cross function units
Discussing inssues with external agencies
Coordinate with all related departments
Coordinate with Operation department for approval and disbursement

IT Assistant Professor |March 2009 - Jan 2010
Lahore Grammar College for woman, Gujrat, Pakistan
Developed educational technology curriculum for delivery of classroom and online coursework
Researched new and innovative applications and theories on technology
Inspired students to integrate technology into daily classroom activities
Understand diversified learning needs of students and aid in development and implementation of
technology projects designed to create positive results in individuals and groups
Scheduled and led small group training sessions

Computer Teacher | 2008 Internship
Al Manahil Pvt. School , AL-Ain, UAE
Prepare workshop for the lessons
Continually promote use of advanced technologies in daily activities and employ exceptional
knowledge to develop and implement instructional classroom applications and learning measurement
Effective researcher with ability to review and select new teaching materials and technologies with
focus on qualitative and quantitative elements as well as return on investment
Attend and participates in faculty meetings and other assigned meetings and activities
Participate in professional development opportunities and applies the concepts to classroom and
school activities

PERSONAL DETAILS

Gender - **Female**
Marital Status - **Married**
Date& place of birth **20ᵗʰ OCT 1986 Al-Ain U.A.E**
Visa Status - **Residence Visa Oman**
License - **Holding a Valid UAE/Oman Driving License**
Languages:- **English, Urdu, Arabic**

SKILLS , CERTIFICATES& COURSES

MS OFFICE - 2006
Crystal Report - 2006
Zenith, Al-Ain, UAE

Programming Languages - 2007
C/C++, Asp ,Visual Basic, DOS
Zenith, Al-Ain, UAE

Databases -2006
Oracle Databases & Database Design, Database management system in Microsoft Access
Zenith, Al-Ain, UAE

Developing Designing Tool - 2007
Visual Studio,
Graphic Designing (Photoshop, CorelDraw, Freehand)
Web Graphic & Designing (FrontPage, Flash, Html, Dream weaver)
Mas Education, Abu Dhabi, UAE

HARDWARE - 2007
A+
New Vision, Al-Ain, UAE

English Language Course -2006
ilets 6.0 - 2018
Zenith, Al-Ain, UAE/Oman

Reference: Reference mentioned above will be furbished if required