



Saadia Azeem

Personal Information

Husband Name:

Muhammad Azeem Saleem

Date of Birth:

04-12-1984

Res Card:

116160197

Marital Status:

Married

Religion:

Islam

Address:

Muscat Oman.

Summary:

Committed Elementary School Teacher providing comprehensive supervision and support to students. Adept at creating an atmosphere conducive to learning while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive productive learning environment through astute observation and engagement.

Working Experience:

Pak Watan Girls High School Lahore *Elementary Teacher*

June 2015 to July 2017

- Assembled detailed daily lesson plans in accordance with curriculum guidelines.
- Planned classroom activities and arranged for class field trips when appropriate.
- Taught a variety of subjects including mathematics history and basic science.
- Reviewed student assignments and provided a fair evaluation of all work.
- Monitored progress on national and state testing.
- Assisted with the selection of classroom materials.
- Responded to inquiries from parents.
- Ensured that students were welcomed into a positive environment conducive to learning.
- Established positive relationships with students and provided tutoring when necessary.
- Assessed student progress and adjusted lesson plans based on student abilities.
- Participated in regular meetings with the administrator to provide input.
- Delegated some responsibilities to classroom teaching assistants.
- Handled disciplinary issues in accordance with school guidelines.
- Offered constructive feedback to students and parents.
- Maintained an inventory of classroom supplies.

The Lahore Lyceum School *Elementary Class Teacher*

Aug 2017 to Feb, 2018

- Taught 1st, 3rd, and 4th graders with an average of 25 students per class
- Increased students' scores in standardized tests by 24% in literacy and 35% in different subjects.
- Created and implemented innovative and engaging lesson plans and activities, increasing student learning motivation and effectiveness by 19%
- Turned around class that had severe management issues, by establishing a strong teamwork environment that reduced behavioural issues by 45%
- Explored use of technology within classroom and during field trips, allowing students to become better self-learners, and gaining 97% in parental approval and positive feedback.

EDUCATION:

- Bachelor of Arts
- University of the Punjab (2004)

Professional Qualification:

- Diploma in Interior Textile & Fashion Designing (2005)
- Pakistan Finance College for Girls.

COMPUTER SKILLS:

- Microsoft Office

LANGUAGES:

- English
- Urdu
- Punjabi

INTERESTS:

- Books Reading

REFERENCE:

- Will be provided on demand.