



Mrs. .QUADSIA JABEEN



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**Objective:** Seeking a challenging position, where I can apply my skills and offer Substantial ability to support the professional interest.

I will be able to independently work with a high standard of efficiency to continually support the organization on its development.

**Profile** Self desired, enthusiastic educator with a passionate commitment Skilled in enriching and innovative activities that address the diverse Interest.

Interactive learning  
Cooperative learning  
Multicultural learning  
Whole group learning

**Education:** Master of Science (Biotechnology)  
Osmania University College for women, Hyd, India (2006-2008)

Bachelor of Science (genetics, microbiology & chemistry)  
Osmania University, Hyderabad, India. (2004-2006)

Bachelor of Education (2013-2015)  
Annamalai University, Tamilnadu ,India.

IELTS Band 7.5 (2018)

#### WORK EXPERIENCE:

6 years' experience in VIDYANIKETAN HIGH SCHOOL, Hyderabad, India. Worked as a high school teacher for Biology. (2008-2014).

Presently offering private tuitions in science for O levels of both Edexcel and Cambridge curriculum and also for biology for A levels of IAL and CIE from 2015 till now.

#### DUTIES AND RESPONSIBILITIES:

1. Prepare long term teaching programs and daily lessons in accordance with the guidelines of the school's education system.
2. Use teaching methods appropriate for the learners and the subjects being taught.
3. Plan, set and evaluate grade test, exams and assignments.



4. Enforce discipline by firmly setting classroom rules.
  5. Resolve conflicts among students by encouraging positive debate.
  6. Evaluate learners at regular intervals.
  7. Keep accurate record of learner's attendance and progress.
  8. Fulfill other tasks assigned by the support committee.
  9. Keep parents well informed by their ward's progress.
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10. Keep parents feedback journal updated.
  11. Encourage parent's participation in parent -teacher meeting.
  12. Actively involved in staff meetings, educational conferences and school programs.
  13. Maintaining document filing system.

**PERSONAL ATTRIBUTES:**

- Highly motivated, dependable, ready to accept new challenges and responsibilities.
- Ability to work under any stress.
- Ability to work effectively in a multi - cultured team environment.
- Approach work with energy and enthusiasm.
- Ability to keep sensitive information confidential.
- Ability to work with little direction or assistance.
- Good in communication and approach.
- Fast learner with quick comprehension and good at building relationship.

**PERSONAL DETAILS:**

Marital status: Married  
Nationality: Indian  
Present address: Way no. 3201, Flat no.23, building no.230, Al Ghubra North, Muscat, Oman.  
Permanent address: Hyderabad, India.  
Hobbies: Reading, cooking, listening to music.

**QUADSIA JABEEN**