

# AMMARA JABEEN

**Visa Status:** Housewife

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## OBJECTIVE

To be a part of a reputable organization where I can sharpen my skills , to do demonstrate my knowledge as well and merely to take part of the achievement of it by contributing my capabilities and to excel what can I do more for the organization itself to be on the top and be the best among the rest.

- Strong communications and interpersonal skills
- Fertile and imaginative mind with excellent communication capabilities
- Capacity to organize and ability to work in a team
- Able to co ordinate multiple duties and meet deadlines under pressure.
- Ability to adapt quickly to challenge and changing environment
- Sincere hardworking and commitment to excel in any given field

## ACADEMIC CREDENTIALS

Degree	Year	Board/University	CGPA / Division
B.S HONORS (English Literature)	2011-2015	University of Gujrat	3.43
Intermediate (Maths, Chemistry, Physics)	2009-2011	Rawalpindi Board	1 <sup>st</sup>
Matric (Bio Science)	2007-2009	Rawalpindi Board	1 <sup>st</sup>

## WORK EXPERIENCE

**School Teacher:** Worked as a Teacher in a private sector named Noor-un-Nahar School from 2018 to 2024

- Developed and implemented comprehensive lesson plans in accordance with curriculum guidelines.
- Utilized various instructional strategies to accommodate diverse learning styles and abilities.
- Fostered a positive and inclusive classroom environment that encouraged student participation and engagement.
- Collaborated with colleagues and parents to support students' academic and social-emotional development.

- Provided differentiated instruction to meet the individual needs of students.
- Integrated technology and hands-on activities to enhance learning experiences.
- Established clear expectations for behavior and academic performance, maintaining a structured and supportive classroom environment.
- Conducted regular assessments to monitor student progress and adjust teaching strategies accordingly

### **PERSONAL SKILLS**

- Leadership Qualities
- Technology Integration
- Effective Time Management
- Problem Solving
- Amicable with Team Members
- Effective Verbal and Written Communication Skills.
- Empathetic, Self-motivated, Hard working and Goal oriented.

### **TECHNICAL SKILLS**

- Microsoft Office Tools (Excel, Word, PowerPoint)

### **Language Known**

- English
- Urdu
- Punjabi

### **REFERENCE**

Can be furnished on demand.