

IRAM SHARIF

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SUMMARY

Compassionate, creative and enthusiastic educator with 11 years of valuable experience in the classroom and in administration. Talent for developing and implementing effective lesson plans which ensure student participation and acquisition of teaching goals. Equally effective whether performing individually or as part of a teaching team. Well versed in educational technology, whether in the physical classroom or on online platforms.

EDUCATION

Bachelor's of Education **2010**
University of Education, Lahore

Coursework: English Language and Communication Skills, Cognition & Development, School & Classroom Management, Teaching Practice

Bachelor's in Arts **2009**
University of Gujrat, Gujrat

Coursework: Economics, Statistics, Persian

PROFESSIONAL EXPERIENCE

CAMPUS RELATIONSHIP OFFICER

Allied School, - North Campus, Gujrat, Pakistan
2020

Aug 2016 – Dec

- Led the school administrative department
- Handled all admission processes, parents inquiries and fees collection
- Dealt with all tasks involved in marketing, promotion and record maintenance of the school activities
- Coordinated with Head Office Campus Relationship Managers
- Maintained campus web portal

HEAD TEACHER

Allied School – North Campus, Gujrat, Pakistan
2016

Jan 2015 – Jul

- Planned, implemented and supported teaching and student achievement
- Collaborated with teachers and instructional support personnel to achieve teaching goals
- Monitored and appraised junior teachers and gave appropriate feedback, encouraging professional growth

PRE SCHOOL TEACHER

Allied School – North Campus, Gujrat, Pakistan
2014

Apr 2012 – Dec

- Planned, prepared and delivered instructional activities based on the approved curriculum that facilitate student learning
- Maintained up-to-date knowledge of education in primary grades
- Developed schemes of work and lesson plans
- Set challenging learning outcomes in accordance with the curriculum for students of all backgrounds and abilities
- Communicated learning objectives outcomes to students
- Identified and selected methods and instructional resources to meet students' varying needs
- Organized the classroom and instructional resources to create a positive learning environment
- Maintained accurate and complete records of individual students' progress and development
- Discuss and report on student's progress to parents

PRIMARY TEACHER**Ghazali Model High School, Gujrat, Pakistan
2012****Mar 2011 – Mar**

- Taught children through structured play.
 - Developed a well-managed, child-oriented learning curriculum.
 - Motivated children's learning abilities.
 - Updated the classroom bulletin boards with children's artwork.
 - Prepared and arranged pre-class materials.
 - Maintained pupil attendance records.
 - Submitted weekly lesson plans.
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MISC. SKILLS

- Microsoft Office (advanced level of competence), Zoom and other online platforms (advanced level of competence)
- Urdu (Native level of competence), English (advanced level of competence)

PERSONAL DETAILS

Date of Birth : 13th February, 1988

Nationality : Pakistani

Visa status : Valid Residence Visa
