**Kanwal Khalid**

***Phone: 66352295, 35646054***

 **![IMG-20200112-WA0018[1].jpg]()**

*Galali, Bahrain****.***

Date of Birth: 13-09-1990

Nationality: Pakistani

Residing: Bahrain

Driving licence: Yes

Availability: Upon Request.

 **Biography**

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I consider myself hard working and dedicated person. I value work ethics and have the ability to learn fast. This makes me the ideal candidate to work in environment whereby minimum supervision is required. Believing a mature, constructive and electric teaching approach

 And effective working relationship between staff, students and parents and thereby enhancing my skills with the highest quality Standards and gaining valuable experience.

Education & Qualifications

* Secondary Certificate
* Higher Secondary Certificate
* Graduated ( B.A )

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 Professional Experience

* Worked as **Consular Assistant** in **Embassy of Pakistan bahrain** (6 months)
* Worked as a class teacher for 5 months in **CITY INTERNATIONAL SCHOOL.**
* Worked as a teacher in **MINISTRY OF SOCIAL INTERIOR**.
* Worked as a teacher in **Al Wadeeah kindergarten** for 3 years.
* Worked for 3 years as a KG teacher in **KINGDOM BIRDS Kindergarten.**
* Worked for 2 years in Yateem Centre as a receptionist.
* Worked as beautician in many saloons.

Achievements as a consular assistant in embassy of Pakistan Bahrain:

* Answering phones and directs calls appropriate person, send faxes, greet customers and direct them to the appropriate office or person. Setup appointment.
* Some data entry and filling. Take minutes during meeting and creating memos.
* Handle contact with ministries and other governmental agencies and institutions as well as with business organizations.
* Providing a secretarial support for the political section.
* Arranging appointment and meeting for the political consular affairs.

Achievements as a teacher:

* Earned high marks for the quality and creativity of classroom teaching, lesson plans and instructional materials used in teaching diverse subjects (e.g., language arts, mathematics, science, social studies and history).
* Developed innovative approaches that were repeatedly held up as the model standard for meeting district goals in areas including technology integration across the curriculum, experiential learning, literacy and diversity.
* Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
* Consistently commended for ability to redirect students exhibiting behaviour problems by replacing disruptive, unproductive patterns with positive behaviours. As a result, selected to lead district-wide in-service on classroom management.
* Actively served on a variety of school committees and task forces focused on curriculum development, textbook review

Language

 **English**: Proficient Urdu: Proficient Arabic: Basic

Interest and volunteer

* Amateur artist: Sketching, Photography,
* Reading magazines, educational books
* Volunteer as Usher in Cultural Day 2013 2014

*References available upon request*