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|  |  | Iqra Mohammad |
| Profile I am a fresh graduate who is passionate to continue my career. I am a punctual and hardworking individual who is dedicated towards the tasks assigned. I am exploring a good opportunity to proof myself as one.  Smart Phone Contact PHONE:  +973-33556920  Envelope  EMAIL:  [Iqraamalik.im@gmail.com](mailto:Iqraamalik.im@gmail.com) Hobbies NewspaperInterested in local and global news  Classroom  Learning any new skill, technique, language etc.  Camera  Photography  Books  Reading books  Cooked turkey Cooking LANGUAGES Speech  English and Urdu (spoken and written) |  | EDUCATION My education assisted me to gain confidence in myself and equipped me with new experiences. It has helped me to be able to perform in a multi-cultural and diverse environment. Currently doing Montessori Teacher’s Training 2020 Bachelor’s in Business Administration from the University of Bahrain 2015 - 2019 High School graduate from Pakistan Urdu School, Isa town 2012 – 2014 Professional experienceServed as Teaching Assistant at Al Rawabi Private School, KG Department 24 October 2019 – 30 June 2020   * Discuss assigned tasks and plans with the classroom teacher, * Recordkeeping of students in record book, * Prepare bulletin board displays and demonstrations, * Tutor students in circle time for review of lesson plan, * Supervise students and assist them, * Distribution and collection of homework files, workbooks, money etc., * Communicating with the parents via phone calls or in personal, * Grade activity worksheets, * Coming up with new ideas for students Montessori activities, * Preparing hand-made activities to engage students, * Laminate teaching materials, etc.  Worked as a trainee in University of Bahrain, Purchasing Dept. 1 July 2019 – 31 August 2019 (2 months)   * Scanning and faxing of LPO’s, * Filing the documents, * Data Entry, * Interact with suppliers, * Making calls to suppliers and completing miscellaneous required tasks.   **Volunteered for a community service project in collaboration with Bahrain Trust Organization**  – March 2019 - May 2019   * Set up a booth at the exhibition in University for the Strategic Management course. (MGT434) * Supported Bahrain Trust Organization’s program of helping children in need by spreading awareness in the exhibition, about their program and their e-shop products.  **SKILLS**  * Quick learner * Teamwork and collaboration * Positive attitude and high patience level * Decent communication skills * Problem solving * Ability to work in a multi-cultural environment.  Software skills  * Ms. Word * PowerPoint * Smart Board Knowledge. * Basic computer knowledge. |

**REFERENCES**

* Ms. Asma Rasool (English Co-Ordinator and my classroom teacher, KG Department) at Al Rawabi Private School.

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* Ms. Fakhia Saeed (co-assistant teacher) at Al Rawabi Private School.

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