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|  |  | Iqra Mohammad |
| ProfileI 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 PhoneContactPHONE:+973-33556920EnvelopeEMAIL:Iqraamalik.im@gmail.comHobbiesNewspaperInterested in local and global news ClassroomLearning any new skill, technique, language etc.CameraPhotographyBooksReading booksCooked turkey Cooking LANGUAGESSpeechEnglish and Urdu (spoken and written) |  | EDUCATIONMy 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 Training2020Bachelor’s in Business Administration from the University of Bahrain2015 - 2019High School graduate from Pakistan Urdu School, Isa town2012 – 2014Professional 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.
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**REFERENCES**

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

Email: asmarasool14@gmail.com

Contact number: +973 36073545

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

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