



# Sadaf Shaukat Sayyed

E-mail : sadafshaukat0@gmail.com Phone : 0588354048

Address: Mirdif Hills, Block B room 310, Dubai, UAE

## Objective

---

Seeking a position as an English Teacher and utilize my dedication to foster quality education required for a child's development. Also, to develop and promote creativity and high-order thinking skills that increase the performance of the students whilst focusing on Inclusive education.

## Work experience

---

Gems Winchester School Dubai

February 2016 — Present

Teacher/ Head of Year

- (Sep 2017 - August 2019) Head of Year – Guiding and handling teaching staff | Taking responsibility of behaviour issues amongst students | Making sure everyone in the year group is focusing on the school's visions and goals | Pastoral care | Working in co-operation with parents and teachers | Focusing on the safety and well-being of the students during school hours.

Encouraging and engaging students to learn using various teaching techniques

- Maintaining pupil discipline with regard to punctuality, behaviour, standards of work and independent learning.
  - Marking and grading student's work so as to give them back written and verbal feedback.
  - Observing and evaluating every students' academic performance, progress, behaviour, and social development.
  - Special attention and care towards weak and differently abled students.
  - Actively involved in organising events and field trips for the school.

\* I joined Winchester School as an English Teacher. I was promoted to Head of Year 5 in Sep 2017. I was the Head of Year for two academic years. After that, I resigned from my post for personal reasons. Currently I am a Form Tutor teaching English.

English Language School, Dubai

August 2015 — January 2016

Class Teacher

- Class Teacher - Teaching all subjects except Arts, Arabic and PE.
- Making Lesson plans, Correction of books, Attending training programs, etc

Kaivalya Vidya Niketan, India

June 2014 — July 2015

Class Teacher

- Class Teacher - Teaching all subjects except Arts, Arabic and PE.
- Making Lesson plans, Correction of books, Attending training programs, etc
- Hosting and training students for Annual Sports Meet and Annual functions.

Voicer HR – English Trainer Lead

June 2009 – February 2010

- Training Candidates and teaching English Language
- Voice and Accent training to remove mother tongue Influence
- Personality Development
- Interviews of candidates on behalf of various organizations
- Grooming and motivating candidates
- Assisting with Auditing of monthly fees
- Tele calling new candidates for interviews

## Personal Skills

1. Reliability
2. Organizational Skills
3. Loyalty
4. Public Speaking
5. Adaptability
6. Creativity

# Qualifications

---

- I have completed my Bachelor in Education in 2012.
- I am pursuing my Masters in English through Subharati University, India

## Education

---

Bachelor in Education Bombay University Obtained first rank in College, with 77.08%, First class.	September 2011 — June 2012
Bachelor in Commerce Pune University	September 2005 — September 2008
Higher Secondary DP Mehta Junior College	June 2003 — May 2005
Secondary Auxillium Convent	June 2002 — May 2003

## Interests

---

I love teaching children new concepts. No wonder I have been taking Home tuitions since I passed out my Secondary. Dance, Music and Sports are some of my interests as well.

I also have taught students Public Speaking Skills in our After-School Activities.

I also am fond of teaching English Grammar to students giving them tips and tricks to make them understand better.

## References

---

Miss Nayab Rehman  
nayab.r\_wsd@gemsedu.com  
No: 0562154575

## Area of Expertise

---

1. Student Focus Relationship
2. Classroom Organization
3. Pupil Motivation and Discipline
4. Curriculum Planning
5. Policy Implementation
6. Resource and Time Management
7. Rule and Regulations Adherence
8. Classroom Management

