

Houssam Mahana

Mobile Number: +971 506480801

Nationality: **Syrian**

E-mail: hossam19992mhana@gmail.com

Date of birth: 09/06/1992

Address: UAE, Abu Dhabi

Languages: Arabic and English



OBJECTIVES

Join a professional and high-level work team in the field of teaching and proofreading the Arabic language in order to overcome work challenges and obtain more responsibilities and practical tasks in developing my practical and administrative skills.

EDUCATION

Bachelor Degree Arabic Literature

University Damascus (2017)

Professional Postgraduate Diploma IN Teaching

I study postgraduate professional diploma in teaching/ Arabic language/ Abu Dhabi University.

WORK EXPERIENCE

ALfaisal school (Lebanon- Rashaya)

Position: Teacher and Trainer in Arabic Literature

May. 2017- March-2019

- Teaching allocated classes along with related planning.
- Assessing, monitoring, recording and reporting on the work of students.
- Providing advice and guidance to students on issues related to their education.
- Promoting and safeguarding the general wellbeing and safety of students.
- Engaging in continuing professional development.

Successfully utilized different learning methods for students and adjusting to strategies in order to improve their learning capabilities

Farhan ALhusain school (Syria- Sweidaa)

Position: Teacher and Trainer in Arabic Literature

May. 2015- March-2017

- Teaching allocated classes along with related planning.
 - Assessing, monitoring, recording and reporting on the work of students.
 - Engaging in continuing professional development.
 - Collaborating towards maintaining order and discipline in the classroom and the school in general.
 - Successfully utilized different learning methods for students and adjusting to strategies in order to improve their learning capabilities.
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PERSONAL SKILLS

Self-motivated, initiative and high level of energy, Strong personality, Staff supervision and ability to initiate/manage cross-functional teams, easy to deal with Students, Documentation and record keeping skills, high respect with everyone, Written and verbal communication skills, trustworthy, accuracy in preparing assigned task, flexible in terms of working capabilities, Proficient in MS Office Applications, Proactive Teaching daily activities.

TRAINING AND CERTIFICATES

- Modern Teaching Methods Certificate (2019)
 - ICDL International Computer Driving License Certificate (2019)
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TECHNICAL SKILLS

- Organization and time management.
 - Flexibility and adaptability to different students, staff, parents, and community styles and abilities.
 - Commitment to the academic, physical, mental and emotional wellbeing of students.
 - Commitment to self-development and continued learning.
 - Promptness and accuracy with required records and reports.
 - Excellent knowledge of subject matter.
 - Knowledge in using technology.
 - Ability to work as part of a team.
 - Ability to motivate students and help them realize their maximum potential.
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