

**CURRICULUM VITAE
OF
Maheen Ashraf Manna**

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HIGH SCHOOL MATHEMATICS TEACHER

Enthusiastic, Flexible and organized educational professional committed to creating a different atmosphere that encourages productive learning of basic math concepts.

Certified Apple Teacher

Academic Background:

i. Masters in Applied Mathematics

University of Dhaka, Bangladesh.
First Class

ii. Bachelors in Mathematics

University of Dhaka, Bangladesh.
Second Class

Approved by ADEK: Pass number 20626

IELTS: Listening **7.0**, Reading **7.0**, Writing **5.5**, Speaking **7.0**, Overall **6.5**

Major Responsibilities:

- Create a effective learning platform by teaching mathematics (Common core and IGCSE Syllabus).
- Prepare the academic curriculum.
- Prepare the lesson plan based on class.
- Prepare the question paper and worksheet.
- Prepare class material using ipad, Nearpod, Mathspace, khan academy, Kahoot and other software.
- Decorate the classroom and stage for various occasions.
- Deal with the parents for students affairs.
- Maintain the class discipline as a class teacher.
- Do the counseling to the students and their parents who have learning difficulties.
- Help students to improve their English skills.
- Prepare the study material as per students' level to increase their learning capabilities.
- Achieved a tremendous improvements in learning of week students after doing the counseling with the students and the parents.

Present Experiences:

Position: Teacher (Mathematics) and Educational Counselor.

Organization: Easy Math (Self Employed)

Phase: Grade 6 to 12 students

Period: October 2019 to till now.

Previous Experiences:

Position: Teacher (Mathematics) – American Curriculum - Common core.

Organization: **Future international Academy**

Phase: High school (American Curriculum - Common core)

Location: Al Ain.UAE

Period: August 2018 to September 2019.

Previous Experiences:

Position: Teacher (Mathematics) – British system.
Organization: **Emirates Private School**
Phase: High school (IGCSE Syllabus)
Location: Al Ain.UAE
Period: September 2017 to June 2018

Previous Experiences:

Position: Teacher (Mathematics) – British system.
Phase: Grade 7 to 9 (IGCSE Syllabus)
Organization: **Al Ain Juniors School**
Location: Al Ain.UAE
Period: November 2012 to February 2015.

Previous Experiences:

Position: Teacher (Mathematics)
Phase: Grade Nine and Ten
Organization: Shilmandi Tahera Asmot High School.
Location: Narsingdi, Bangladesh
Period: September 2006 to February 2009.

Training Received:

- Professional diploma in teaching under Abu Dhabi University.
- Instructional Techniques, Bangladesh Air Force Academy.
- Speaking English with a Perfect Accent from Focal point business consultancy in UAE (Al Ain).
- Fundamental Computer Course, Bangladesh Air Force.

Computer Skills:

Microsoft Office, Ms Teams, nearpod, Geogebra, Mathspace, Quizziz, showbie, clips, wowzers, Map test, keynote, classroom, macgrawhill online resources, khan academy and some other teaching related software. Can use the Apple iPad and apple TV effectively in related with teaching.

Personal:

Date of Birth: December 30, 1977
Nationality: Bangladeshi (By Birth)
Present Address: Oud Al Tuba. Al Ain, UAE
Religion: Islam
Marital Status: Married

Language:

- English - Speak, read, write- fluent.
- Bengali- Mother Tongue.
- Hindi & Urdu - Speak only

Main Strength:

- Can communicate effectively.
- Can work under stress situation.
- Have good interpersonal skills.
- Able to work in multicultural environment.
- Learn the new things