

# RUBINA KHAN

PRIMARY SCHOOL TEACHER

## Career Objective

Focused English Literature major, with 2 years of work experience. Aiming to leverage a proven knowledge of lectures, lesson planning, classroom management skills, etc., to successfully fill your school's Primary Teacher role. Frequently praised as hard-working by my peers, I can be relied upon to help your school achieve its goals.

## Personal Details

✉ rubinasohebkhhan2153@gmail.com

Date of birth: 13<sup>th</sup> Nov 1992

Marital Status: Married

Visa Status: Residential

Mobile No.: 0547478623

Language: English, Hindi

## Education

Parag B.Ed. College  
Mumbai, Maharashtra

**Bachelor's in Education Candidate**  
(Expected graduation 2022)  
(Registration no.: 2020016402324873)

Mahatma Phule Bhavan  
(University of Mumbai)  
Mumbai, Maharashtra  
**M.A. English Literature**  
2018 - 2020

## Certification

Asian College of Teachers  
**TESOL/TEFL Program (2022)**  
(Teaching English to Speakers of Other Language)

Podar International School (IB & CAIE)  
**PG-CITE (2019)**  
(Post-Graduation Certification in  
International Teacher Education)

Collins Professional Development Programme  
for Teachers (2019)  
(Games for English language classroom  
IGCSE)

## Professional Experience

Nov 2019 - Dec 2020

ENGLISH SUBJECT TEACHER, PRIMARY SECTION (IGCSE)  
*Witty International School, Mumbai, Maharashtra*

- **Classroom teacher using innovative instructional activities led by technology for learning.**
- **Successfully motivated and worked with the team of teachers for the English Language.**
- **Developed rigorous English Language lesson plans and suitable learning resources responsive to students' needs.**
- **Gained experience assisting students with a**

**wide range of learning differences and differently-abled students within inclusive classrooms.**

- **Prepared and assessed students' academic performance for the improvement of teaching and learning.**
- **Provided direct instructions to students through revision as well as support classes to enhance the learning experience.**
- **Met with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.**
- **Conducted multiple cultural activities and events such as Quest, Espellar, Talent Hunt, Fabfest in the school.**
- **Organized and conducted various extracurricular activities for well-rounded learning.**
- **Prepared students for interschool competitions such as poetry recitation and duo locution to build their self-confidence and interest in learning and showcase their skills and talent.**
- **Sharpened and developed specific teaching skills through regular microteaching sessions under expert supervision and constructive feedback.**
- **Attended professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.**

Jan 2019 - Sept 2019

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**STUDENT TEACHER, ENGLISH AND MATHS (IB & CAIE)**

*Podar International School, Mumbai, Maharashtra*

- **Helped teachers in planning lessons and in supervising extra-curricular activities of the class.**
- **Adapted teaching methods and instructional materials to meet students' varying needs and interests.**
- **Prepared materials and classrooms for class activities.**
- **Observed and evaluated students' performance, behavior, social development, and physical health.**
- **Exposed to most innovative methodologies and strategies of teaching.**
- **Assigned and graded classwork and homework.**
- **Used computers, audio-visual aids, and other equipment and materials to supplement presentations.**
- **Worked with coordinators and experienced teachers to learn how to promote student learning.**
- **Prepared lesson plans and conducted lectures for grade 3 on English Language and Mathematics.**
- **Invigilated IBDP and CAIE Final exams held in May 2019.**