

Curriculum Vitae

Neveen Ahmed

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Nationality: Egyptian

Languages: Arabic (Native), English (fluent)



CAREER OBJECTIVE

I would like to pursue an Arabic Language teaching career with an international school that enables me to develop more skills, and make more use of my capabilities, as well as gaining fresh knowledge through dynamic situations arising on the curricula or students.

PROFESSIONAL EXPERIENCE:

JSS Private School – Alsaifa – Dubai

Position: Arabic B Teacher.

From 20 October 2021 till now

Next generation school

Position: Cover teacher for Maternity.

From September till 19 October 2021

Gems Metropole School – Motor City - Dubai

Position: Arabic & Islamic Teacher B

From August 2020 – August 2021

Responsibilities

- Create syllabi for each of the courses assigned in line with the Ministry of Education requirements on subject criteria.
- Plan, initiate and guide the units of Arabic which involve knowledge and understanding of the Arabic language skills.
- Foster the understanding of Arabic traditions and appreciation of the cultural differences in the UAE today.
- Create and evaluate assessments of each student's work and keep records updated
Communicate regularly and constructively with students and parents.
- Use teaching methods engaging students, stimulating intellectual curiosity including the use of effective questioning, playing strategies , presentation and resources.
- Set high expectations for students behavior, establishing and maintaining a good standard of behavior management through well focused teaching and through positive and productive relationships.
- Using the new online teaching platforms like Kahoot, Quizzez , Nearpod ,ect.

Delhi Private School Dubai – UAE (April 2018 August 2020)

Arabic B (Non-native)Teacher

Responsibilities

- planning, preparing and delivering lessons to a range of classes and age groups;
- preparing and setting tests, examination papers and exercises;
- marking and providing appropriate feedback on oral and written work;
- devising, writing and producing new materials, including audio and visual resources
- basic administration, such as keeping student registers and attendance records.

Cairo Private School – Doha, Qatar (2014-2017)

- Taught English by using various methods as well as audio & visual aids.
- Used to teach English from Grade 1 to Grade 5.
- Deliver classroom lectures based on the learning materials.
- Help students develop a clear understanding of both old and modern literature.
- Improve listening, speaking, reading, and writing skills and enhance their critical thinking.
- Evaluating the performance of the students and providing them a feed back.
- Instruct students about global and national social issues.
- Help students understand the geographical, historical, cultural, and political factors that influence the development of world regions.
- Prepare examination papers of Subject English and submit to Principal for further consideration.
- Prepare class students for morning assembly.
- Prepare Assessment Report to the school Coordinator
- Delivered “daily lessons” - Checked every day homework and prepared diaries.
- Conducted assessment tests to evaluate students learning progress.
- Prepared Question papers for exams and reported results to the department heads.etc...
- Conducted Parent meetings to discuss the progress of the children and to improve their Frobel Grammar

The Nile language school (2006- 2014)

- Creating programs of work - Planning and preparing lessons.
- Using a range of interactive teaching methods to enhance learning.
- Monitoring learning through a range of assessment techniques.
- Gained valuable experience by teaching year 7, 8 and 9.
- Developed skills in lesson planning and assessment.
- Organized group work.
- Developed strategies to deal with classroom behavior.
- Assisted the pastoral tutor to gain experience in a pastoral care role.

EDUCATION:

Technological of teaching diploma (2016) Cairo University –Egypt

Teaching diploma (2010) – Cairo University –Egypt

Bachelor Degree Faculty of Arts – English Department 2015 – Cairo University – Egypt

Bachelor Degree faculty of arts – Mass Communication Department (june2002)- Ain

Shams university – Egypt

American University for English proficiency

COURSES & SEMINARS:

- ToT (training if the trainer) course 2019
- Completed course in Distance & Hybrid learning 2020
- Completed course in Creative Methodologies in Arabic teaching for non-native speakers in 2017
- Creating Dialogue in the Classroom – March 2017
- Setting strategies for the lesson plan – April 2017
- Class management workshop training course 2011
- Montessori course - mental arithmetic course.
- Translation Program at the AUC including (Arabic Translation, English Translation, Terminology, Linguistics, Arabic Newspaper Translation, (2001)