
ASMA NOREEN

MA.ENG AND M.ED. WITH EXPERIENCE MORE THAN 14 YEARS IN THE EDUCATIONAL DEPARTMENT

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Marital Status: Married
Languages: English, Arabic, Urdu

OBJECTIVE

Seeking challenging and re-education-related a lead in education related functions across multinational or local organizations.

PROFILE

I am well experienced and determined Branch Head and administration professional with more than **14 years of experience**. I am a **Master of Education (M.Ed.)** and hold Masters' degree in English (**MA - English**). I have also proficient in using MS Office tools, Emails, Windows and personal computers for business purposes.

KEY COMPETENCIES AND SKILLS

- English Curriculum
- Event Management
- Human Resource
- Administration
- Leadership
- Team Management
- Presentations, communications and seminars

CAREER SNAPSHOT

JUL 2021 TO DATE	PRINCIPAL	
	The Loyalist Academia	PAKISTAN
Feb 2018 to 2020	BRANCH HEAD (Teaching and administration).	
	The Loyalist Academia	
JAN 2016 TO DEC 2017	SENIOR COORDINATOR (MAIN CAMPUS)	PAKISTAN
	BEACON EDUCATION HOUSE	
JAN 2015 TO DEC 2015	CAMPUS VICE PRINCIPAL (TEACHING AND ADMINISTRATION)	
	FARANIAN'S EDUCATION HOUSE	PAKISTAN
AUGUST 2010 TO JAN 2015	ENGLISH TEACHER	
	FARANIAN'S EDUCATION HOUSE	PAKISTAN

JOB TASKS AND RESPONSIBILITIES:

PRINCIPAL

- Oversee day-to-day school operations and manage school logistics and budgets and set learning goals for students and teachers based on national curriculum
- Monitor and report on teacher performance and Present data from school performance to board members. Research new resources and techniques to improve teaching Interview and hire school personnel
- Review and implement school policies and Provide guidance and counseling to teachers
- Handle emergencies and school crises and Organize school events and assemblies
- Ensure a safe and clean environment for students (e.g. implementing hygiene rules)
- ATTEND CONFERENCES TO GAIN KNOWLEDGE ON CURRENT EDUCATIONAL TRENDS

CAMPUS VICE PRINCIPAL (TEACHING AND ADMINISTRATION)

- Responsible to enforces board policy, school guidelines and administrative directives.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Communicates relevant policies and procedures regarding student discipline, conduct, and attendance to students, staff, and parents.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment.
- Works with the Building Principal in the preparation of appropriate handbooks
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, injury reports, parent communications, and other paperwork as assigned.
- Assists in curriculum development to meet the needs of all students.

ENGLISH TEACHER

- Plan and prepare for classroom instructions
- Identify resources to meet the needs of individual students
- Establish and maintain standards of student behavior needed for an orderly, productive classroom and school
- Identifies students who need support and extra help, works with them according to individual needs and regularly reports to Principal about their progress.
- Use a variety of instructional strategies to meet varied student needs.
- Creating a positive classroom atmosphere that promotes student learning.
- Organizing different sort of competitions to create interest in students.
- Taking students out on field trips.
- Using images, diagrams and videos to deliver a point of view to students.
- Identifying over achiever and under achievers.
- Repairing teaching action plan with students who are struggling to learn (under achievers).
- Giving feedback to students on their performance

ACHIEVEMENTS

- Promoted to Campus vice principal after 4 years of good performance
- Best teacher award for two consecutive years.
- Improved ties with neighborhood school by suggesting and carrying out friendly sports activities on a biannual basis
- Integrated a complex recreational program into the current academic program to provide educational variety
- Increased student interest in after-school activities aimed at their physical and mental needs.
- Independently created and implemented the summer school curriculum for preschoolers.

ACADEMICS AND PROFESSIONAL QUALIFICATIONS

Master's in English (**MA – English**)
 Master of Education (**M.Ed**)
 Bachelor of Arts (**B.A**)
 Bachelor of Education (**B.Ed**)

University of Sargodha – Pakistan
 University of Sargodha – Pakistan
 Punjab University – Pakistan
 Allama Iqbal Open University- Pakistan

REFERENCE

Can be furnished on demand

RESTRICTED