

SANA RAIHAN

English As A Second Language Teacher

📞 03306660015 @ gulzar03@hotmail.com 🔗 LinkedIn/Portfolio 📍 Islamabad

SUMMARY

I am a self-motivated and focused individual with a strong commitment to excellence in education. I adapt easily to new environments and work passionately both independently and as part of a team. My aim is to contribute effectively to an organization where I can add value and grow further. I possess excellent communication and problem-solving skills, making me an asset in any educational setup

EXPERIENCE

Vice Principal 08/2023 - 06/2024

[Be Well School System](#)

A progressive educational institution focusing on student-centered learning

- Teaching major subjects at primary level
- Establishing classroom rules and procedures cooperatively with students
- Teaching procedures and expected behaviors to students
- Creating a pleasant atmosphere of mutual understanding to ensure active student participation in the learning process
- Establishing clear objectives for all lessons and communicating them to students
- Planning and preparing age-appropriate lesson plans
- Instructing students individually and in groups using various teaching methods
- Observing and evaluating students' performance and behavior
- Adapting teaching methods to meet students' varying needs
- Utilizing various learning resources and equipment
- Preparing and implementing remedial programs for students
- Using assessment data in reporting progress
- Conducting research on new topics and maintaining up-to-date subject knowledge
- Approaching student misconduct positively and using positive reinforcement
- Confering with parents and faculty to address behavioral and academic issues

Class Teacher 06/2011 - 06/2016

[British International School](#)

An established school known for quality education

- Class teacher for second grade (All subjects)
- Taught Mathematics as a F.Sc teacher for 2 years
- Participated in all curricular and co-curricular activities

Subject Teacher 06/2004 - 06/2006

[Berlitz International](#)

International language education provider

- Taught various subjects to all levels until 9th grade including Mathematics, Geography, Computer Science, English and Science

Subject Teacher 06/2006 - 12/2006

[Al Shorooq International School](#)

Taif, Saudi Arabia

An international school with an innovative approach to education

- Teaching Computer Science at primary level
- Planning school displays
- Organizing daily school assembly programs
- Teaching Physical Education, Music, and Arts and Crafts

EDUCATION

B.Ed 09/2013 - 06/2014

[Allama Iqbal Open University](#)

Rawalpindi

Bachelors in Arts 09/2012 - 06/2013

[University of Punjab](#)

Islamabad

F.Sc 09/1999 - 06/2000

[Federal board of intermediate and secondary education](#)

Rawalpindi

Matric 09/2000 - 06/2002

[Federal board of intermediate and secondary education](#)

Islamabad



STRENGTHS

★ Keen Learner

Desire to learn and improve

🏆 Self-motivated

Energetic and ambitious, able to make plans without being directed by others

★ Creative

Able to create new ideas

★ Detail-oriented

Concerned with quality and ensures tasks are completed correctly and on time

🏆 Flexible

Able to adjust to new environments and have a clear vision

EDUCATION

Masters in English	03/2023 - 2025
Punjab University College of Information Tecnology	Location