

Afiya Khursheed

English Teacher

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SUMMARY

Passionate and dedicated English teacher with over two years of experience in teaching and academic coordination. Skilled in creating engaging lesson plans, improving students' grammar, reading, writing, and communication skills, and fostering a positive learning environment. Committed to inspiring students through innovative teaching methods while contributing to the overall success of the institution.

EDUCATION

Viqar-un-Nisa Government College for Women (2021 – 2025)

BS English

Askaria College (Girls Wing), Saddar, Rawalpindi FBISE (2020)

HSSC (Pre-Medical)

Shining Star Public School, Rawalpindi FBISE (2018)

SSC (Science)

Professional experience

English Teacher

Roots Garden School – Flagship Campus (2025 – 2026)

- Taught English to primary-level students using engaging and student-centered teaching strategies.
- Designed and implemented creative lesson plans aligned with the curriculum.
- Enhanced students' grammar, reading, writing, comprehension, and communication skills.
- Assessed student performance and provided constructive feedback to support academic growth.
- Maintained a positive, disciplined, and inclusive classroom environment.

Coordinator

Shining Star School (2020 – 2021)

- Coordinated academic and administrative activities to ensure smooth school operations.
 - Assisted teachers in lesson planning and classroom management.
 - Maintained effective communication with parents, students, and staff.
 - Organized school events and supported day-to-day administrative tasks.
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ADDITIONAL INFORMATION

Technical Skills:

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Adobe Photoshop

Graphic Designing

Web Development

Professional Skills:

Classroom Management

Lesson Planning & Curriculum Delivery

English Grammar & Literature

Reading, Writing & Communication Skills

Student Assessment & Progress Evaluation

Leadership & Teamwork

Time Management

Strong Interpersonal Skills

Fluent English Pronunciation

Language: English, Urdu, Punjabi

References: Available upon request

