



# SAIQA SHAHEEN

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## CAREER OBJECTIVES

To peruse a highly rewarding career, seeking for a job in challenging and healthy work environment, where I can utilize my skills and knowledge efficiently for organizational growth with **12 years experience** in **Teaching** and **Administration** as a **CERTIFIED SCHOOL TEACHER**.

## CORE COMPETENCIES AND EXPERTIES

- Lesson planning
- Curriculum development
- Program development
- School operations supervision
- School data evaluation
- Teacher supervision & support
- Student instruction & nurturing
- Motivating students
- Active community involvement
- Parent & teacher liaison
- Computer / Technical Skills

## MAJOR SUBJECTS

- Language Arts, Mathematics, Islamic Studies, Science, Social Studies, History & Geography.

## EXPERIENCE

- Amna Bint Wahab Primary School, Doha, Qatar  
**English Teacher for Grade 3**, (March 11, 2018 to date)
- Fatima Jinnah Model School, New City, Pakistan  
**Secondary School Assistant Administrator Officer** (02/2013 - 02/2018)  
**Elementary School Teacher (K-6)**(03/2009 - 01/2013)
- Kulsoom Educational and Welfare Society (KEWS), Tarnol, Islamabad, Pakistan  
**Computer Operator & Office Clerk** (06/2008 – 02/2009)
- New Capital Public School, Rawalpindi, Pakistan  
**Primary School Teacher** (01/2000 – 01/2001)
- Bright Future Academy, F-11/2, Islamabad, Pakistan  
**Kindergarten Teacher** (02/1999 – 02/2001)

Hired as a full- time teacher following student teaching practicum, instructing all academic subject areas to classrooms of up to 30 students. Left **Fatima Jinnah Model School** (on excellent terms) at the end of the 2013 academic year, and enthusiastically rehired as a Primary School Assistant Administrator Officer for 5 years.

## Key Contributions:

- Assisted the Administrator in organizing, planning and implementing strategy.
- Ensured schedules and objectives were met.
- Earned high marks for the quality and creativity of classroom teaching, lesson plans and instructional materials used in teaching diverse subjects (e.g., language arts, mathematics, science, social studies and history).
- Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors.
- Activity served on a variety of school committee and task forces focused on curriculum development, textbook review, fundraising and anti-bullying efforts.
- Established positive relationships with students, parents, fellow teachers and school administrators/staff.
- Quickly became a “first-to-call” resource in current assistant administrator role.

### Personal Data:

**Date O.B.:** May 8, 1974  
**Religion:** Islam  
**Marital Status:** Single  
**Nationality:** Pakistani  
**Passport No.** JC1220702

### About me:

- Responsible and reliable. Will show up for work on time. Believe in Efficiency.
- Highly motivated for career advancement.
- Able to deal in a mature manner with problem solving.
- Willing to learn and accept constructive criticism.
- Willing to help. Good attitude around others.

### As A Certified Teacher and Experienced Administrator also Known:

- Admissions
- Quality Assurance
- Data Management
- Examinations.

### Well Known the Responsibilities of Special Departments of:

- Finance
- Careers
- Marketing
- Human Resources

# SAIQA SHAHEEN

## CERTIFIED PRIMARY SCHOOL TEACHER (Grade K-6)

Reference: Can provide if required.

### EDUCATION AND CREDENTIALS

- **M.Sc.** (Master of Social Sciences) in Pakistan Studies **2008**
- **B.A** (Bachelor of Arts) **1999**
- **HSSC** (Humanities Group) **1995**
- **SSC** (Humanities Group) **1993**

### PROFESSIONAL QUALIFICATION

- **M.Ed. ( Master of Education)** **2007**  
Thesis design "Impact of Teachers' Behavior on Students' Performance at Secondary Level in Tehsil Taxila".  
Allama Iqbal Open University, Islamabad, Pakistan
- **B. Ed. (Bachelor of Art Education)** **2003**  
PAF College of Education, Chaklala, Rawalpindi. University of Punjab, Pakistan.
- **C. T. (Certificate of Teaching)** **1999**  
Allama Iqbal Open University, Islamabad, Pakistan

### EXTRA- CURRICULAR ACTIVITIES

- Social Work** **12/2015– 12/2016**  
**Kulsoom Educational and Welfare Society (KEWS)**
- Involved providing assistance and advocacy to improve social and psychological functioning of children and their families.
- A Faculty Mentor** **09/2015 – 12/2015**  
**Fatima Jinnah Model School**
- Supported "Students' Literary Initiatives" in organizing Qira't, Na'ats, debates, poetry recitations and quizzes.
- Volunteer work** **07/2014 – 08/2015**  
**Kulsoom Educational and Welfare Society (KEWS)**
- Taught English at primary level.
  - Prepared and taught lessons, corrected homework.
  - Taught 60 children in total.

### SKILLS

- **Computer:** Windows, Word, Excel, InPage, Coral draw, PowerPoint.
- **Languages:** English, Urdu and Punjabi, (good spoken and written command).
- **Personal:** Exceptional work ethic, Positive problem solver, Enthusiastic team player.

### INTEREST AND ADDITIONAL INFORMATION

Traveling, cooking, gardening and books reading.