

English/French Teacher CV

DjahidaKhallef

Duabi -UAE

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Ares of Expertise (key skills)

Curriculum development

Classroom management

Student assessment

Teaching skills

Secretarial skills

Mentoring students

Grammar instructions

IT Skills

Behavioral management

Planning activities

Policy implementation

Personal Skills

Team Oriented

Student focused

Relationship building

Excellent communicator

Deadline led

Confidence

Personal Summary

More than 9 years of teaching experience in various school levels, An experienced and energetic practitioner with the knowledge, skills and understanding of a range of teaching, learning, assessment and behavior management strategies needed to make a positive impact on the progress of pupils. Passionate about giving young children the best possible education in life, and enjoys working in a busy environment and relishes the challenge of managing a diverse workload.

Objective

Looking forward to teach in school/institute which aims to attract, develop and retain talented teachers

Career History

Middle Public School-Algeria

English Teacher

Sep 2008 – Present

Responsible for planning effective lessons and preparing resources which have clear teaching aims, objectives and learning outcomes. Also in charge of advising and co-operating with the Head-teacher on the preparation and development of courses of study, teaching materials, teaching programs, methods of teaching and assessment and pastoral arrangement

Duties

- Identifying special need pupils and those with learning disabilities
- Giving informative, helpful and accurate reports to parents/guardian on pupil's progress.
- Preparing and setting tests, examination papers and exercises.
- Responding to misbehavior in an effective but measured way.
- Organizing school parties, competitions and field trips
- Participating in school departments meeting.
- Making effective use of online video and audio resources to achieve academic aims and objectives.
- Performed various administrative duties as assigned by principle

Medium School –
Algeria

Personal details

Nationality: Algerian
DOB: 21/2/1979
Gender: Female
Marital status: single
Languages: English,
Arabic, French

References

Available on request

Secretary

April 2007-June 2008

- Meet and greet clients and visitors.
- Keep complete record of mails and book keeping
- Answering and transferring phone calls.
- Drafting of Business Letter, Follow up and correspond effectively with the client.
- Planning and scheduling meetings and appointments.
- Preparing Quotations, Invoices, Contracts etc.
- Updating and maintaining the leave and absence records of the employees.
- Prepare Daily/weekly/monthly report.
- Organize and ensure office is tidy at all times.
- Performed general clerical duties like photocopying, mailing, and filing.
- Responsible of office consumables.

Secondary School – Algeria

English Teacher Sep 2006 – Dec 2006

Responsible for ensuring that student acquire and consolidate knowledge, skills and understanding appropriate to the subject being taught..

Primary School – Algeria

French Teacher Sep 2006

Primary School – Algeria

French Teacher Jan 2006

Education Background

University of BadjiMokhtar Annaba
BA in English

2000-2004

Duties