



SHAWANA AHMAD

CERTIFIED TEACHER

Contact Information

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Summary

Dedicated management graduate with a proven track record in educational leadership, specializing in Mathematics, Science, and Physics. Successfully managed diverse school systems, implementing strategic initiatives to enhance academic performance. Skilled in fostering a positive learning environment and driving faculty collaboration. Seeking opportunities to leverage my expertise in education management for continued success.

Computer Skills

- Microsoft Office Suite
- Word, Excel, Powerpoint.

Additional Skills

- Organizational Skills
- Adaptability
- Confidence
- Self motivated
- Class Managment
- Creativity Course
- Planning Student
- Evaluation School
- Managment

PASSPORT DETAILS

- PASSPORT: XF1166152

LANGUAGES

- ENGLISH
- URDU

Work Experience

✓ Dar E Arqam School

As a Teacher | 2022-2023

Engage students through multimedia, catering to diverse learning styles. Foster participation with interactive activities, promoting an active learning environment. Tailor instruction for individual needs, using differentiated strategies for diverse skill levels. Maintain an organized classroom, optimizing space for effective teaching, and continuously adapt methods for a dynamic learning atmosphere.

✓ Saadi's Ecole, Pakistan

As a Teacher | 2019-2020

Championed interactive learning through dynamic classroom discussions, adapting methods for diverse learners. Integrated technology for improved delivery and comprehension in Mathematics and Science. Collaborated with educators to analyze student data, implementing interventions for academic progress. Enriched students' education through active participation in extracurricular activities like science fairs and math competitions.

✓ The Austun International Schools, Pakistan

As a Accountant | 2017-2018

Prepared and analyzed monthly, quarterly, and Monthly financial statements. Managed the general ledger and ensured accurate recording of transactions. Assisted with budgeting, forecasting, and variance analysis. Handled tax compliance and filing of tax returns. Supported external audits and maintained internal controls. Supervised and mentored junior accounting staff.

✓ The Austun International Schools, Pakistan

As a Teacher | 2015-2016

Educational Coordinator at The Austun International Schools, Pakistan, overseeing curriculum development and implementation. Facilitate teacher collaboration and professional development to enhance educational standards. Ensure a positive and supportive learning environment for students and educators alike.

Educational Background

Graduation in Management (HND)

- Awarded by Edexcel, Level 5

I.com (Intermediate of Commerce)

- Federal Board Islamabad
- 2012

Matriculation (Federal Board)

- 2010

Certifications

- Diploma in CT (Certified Teacher) 1 Year
- Diploma in Management
- LSA Certification, From Austin International, 03 Months
- ABA Certification, From Austin International, 03 Months