

Name: ARZOO ARA

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## PERSONAL DETAILS:

FATHER'S NAME: Late. Abdul Gaffar.

Brother's Name: Tausif Jamal

SEX: Female

DOB: 9/4/1991

RELIGION: Islam

NATIONALITY: Indian

LANGUAGE: English, Hindi, Urdu, Indonesian (can speak).

## PROFESSIONAL DETAILS:

### **Home Tutor** (Self-Employed | 5 Years)

- Provided personalized tutoring to improve student performance and confidence.

### **English Teacher & School Coordinator** (Safa International School | 5 Years)

- Taught English and coordinated school activities, ensuring effective learning and operations.

## PERSONAL SKILLS:

- Strong communication and interpersonal skills
- Excellent analytical and problem-solving abilities
- Dependable, efficient, and highly reliable
- Positive and proactive mindset

## ACADEMIC QUALIFICATION:

- **Intermediate:** Completed in 2007 with 65%
- **Higher Secondary:** Completed in 2009 with 73%
- **Bachelor of Arts (English Honours):** Completed in 2012 with 47%

## PROFESSIONAL EXPERIENCE:

Safa International School

### Third Grade Teacher

- Designed and administered regular subject tests for 40 students, providing detailed quarterly progress reports to parents.
- Developed and tailored lesson plans to address both individual and group academic needs.
- Organized monthly parent-teacher conferences during dedicated morning hours (6:30 AM to 8:30 AM).
- Engaged students through hands-on activities and field trips to foster curiosity and active learning.

### Duties served as School Co-Ordinator:

- Organized monthly school events to promote engagement and community spirit.
- Facilitated regular teacher meetings to address student-specific challenges and develop effective solutions.
- Ensured proper maintenance of textbooks, verifying they were signed by the respective subject teachers.

## Key Skills:

1. Lesson Planning and Curriculum Development
2. Active Listening and Effective Communication
3. Accuracy and Attention to Detail
4. Classroom Management and Student Engagement
5. Differentiated Instruction to Address Diverse Learning Needs
6. Positive and Proactive Attitude

## CURRENTLY WORKING:

As a Spoken English trainer with Digital Tutor Academy (Online)

Declaration: I declare that the above information is true to best of my knowledge and belief. I look forward to a favorable reply.

Date: \_\_\_\_\_

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Signature: