

SABIHA ADEEB AHMED

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Profile

Recent BBA graduate with a strong passion for education and a commitment to fostering a positive learning environment. Dedicated to supporting student growth, eager to acquire new skills, and apply organizational and communication abilities. Excited to leverage enthusiasm and expertise to enhance educational experiences and build a rewarding career as an educator.

Experience

1. TEACHER | ETHIOPIAN INTERNATIONAL SCHOOL | FIRST GRADE | NOVEMBER 2024

- Facilitated age-appropriate instruction in core subjects for **1st grade students**, promoting foundational literacy, numeracy, and social development.
- Implemented prepared lesson plans and instructional activities, monitored student engagement and documented learning progress through observational notes.

2. NEW AL WUROOD INTERNATIONAL SCHOOL JEDDAH | SECOND GRADE | AUGUST 2025 – CURRENTLY

- Managed daily classroom operations, including lesson planning, activity tracking, and student progress documentation.
- Successfully taught **second graders (Eng, Evs, Maths, Computer science)** with engaging interaction and creative teaching methods, ensuring active participation and strong concept understanding.
- Implemented fun, student-centered activities that made learning enjoyable and effective and reports to ensure smooth coordination between teachers and parents.

3. HOME TUTORING | FOURTH GRADE | JUNE 2023 – CURRENT

- Provided one-on-one tutoring in All Subjects for students **KG-4 Grade**
- Developed personalized lesson plans to meet each student's needs and learning style.
- Improved students' academic performance and confidence through targeted practice and assessments.

4. THE KABIKAJ FOUNDATION | PROJECT INTERN | JUNE 2024 – AUGUST 2024

Oversaw the digitization and meticulous cataloguing of rare book records, ensuring accurate documentation of manuscripts while applying conservation techniques, maintaining both physical and digital archives, conducting quality checks, contributing to historical research.

Education

BACHELOR OF BUSINESS ADMINISTRATION | 2025 | HYDERABAD, INDIA

SAANVI DEGREE COLLEGE FOR WOMEN, OSMANIA UNIVERSITY

- Earned a Bachelor's in Business Administration, specializing in Finance, Marketing, Accounting, HR, and Strategic Management.
- Focused on key areas such as Economics, Business Law, and Operations Management, acquiring in-depth knowledge of business functions and regulatory frameworks.
- Honed analytical and problem-solving abilities through coursework in Quantitative Methods and Business Analytics, applying theories to realworld situations.
- CGPA: 8.4

DIPLOMA IN MICROSOFT OFFICE APPLICATION | 2025 | HYDERABAD, INDIA INSTITUTE OF TECHNICAL AND ELETRONICS

- Proficient Microsoft office Suite (**Word, Excel, PowerPoint**) Focused on key areas such as Economics, Business Law, and Operations Management, acquiring in-depth knowledge of business functions and regulatory frameworks.
- Strong skills in document formatting, Spreadsheet management and presentation design.
- Marks attained: 173/200

HIGH EDUCATION (12TH CBSE) | 2020 | INTERNATIONAL INDIAN SCHOOL, JEDDAH

- In-depth Knowledge of Humanities: Completed high school with a focus on Humanities subjects under the CBSE curriculum, gaining a strong foundation in history, geography, political science, and literature.
- Critical Thinking and Analysis: Developed critical thinking and analytical skills through coursework in social sciences and literature, enabling a nuanced understanding of historical events, cultural dynamics, and sociopolitical issues.
- CGPA: 7.0

SECONDARY EDUCATION (10TH CBSE) | 2017 | INTERNATIONAL INDIAN SCHOOL, JEDDAH

- Achieved in 10th grade CBSE, with subjects that include

Mathematics, Science, English, Urdu, History, and Social Sciences

- Established a robust academic foundation through a comprehensive curriculum, including core and supplementary subjects, setting the stage for further education.
- CGPA: 6.3

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References

Skills & Abilities

- Attention to Detail: Meticulous in accuracy and thoroughness in tasks.
- Research Abilities: Conducts through research and analyses information.
- Organizational Skills: Efficiently manages time, resources, and workflows Excellent interpersonal and communication skills.
- Effective Communication: Clearly conveys information and engages with others.
- Dr. Deboshree Chaterjee | deboshreechatterjee@gmail.com | +917330633316
Saanvi Degree College for Women

Languages:

- English – C2 Proficient
- English – C2 Proficient
- Urdu/Hindi – C2 Proficient
- Arabic – B1 Intermediate Proficient
- Quality Assurance: Ensures high standards and consistency in work.

