

RESUME

AHAMED FATHIMA S

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Objective

- ❖ To work in a globally competitive environment, where I can get a chance to prove myself by contributing innovative ideas and work for an organization, where there is ample scope for individual as well as organizational growth.
- ❖ I am ready to utilize my teaching style to suit the needs of diverse groups of children. I have a passion for teaching and have applied my knowledge to helping students by ensuring that they grow better every day. I enjoy thinking the best of people and situations and like to put every effort into my work.

Synopsis

- ❖ Professional with over 19 **years** of experience in Matriculation school, CBSE Schools, IGCSE and ICSE Schools.
- ❖ Effective communicator with strong interpersonal relationship and presentation skills.

Organizational Exposure

<u>Year</u>	<u>Name of the School</u>	<u>Designation</u>
Jul '00 to Apr '01	Children's Paradise School, Thiruvanmiyur	English and Social Studies
Jun '02 to Sep'04	ECC School, Neelankarai	Kindergarten and English
Jun'05 to Ma '06	ALM Matriculation School, Injambakkam	Receptionist
Jun'09 to Apr'10	Citizen Academy, CBSE School, Pattabiram	English and Social Studies
Jun' 10 – Apr'12	ECC School, Neelankarai	English
Sep'13 – Mar'14	Sangford CBSE School, Perungudi	kindergarten
Jun'14 – April '19	APL Global School, OMR	Global Studies and Special Educator
June'19 – till date	Sishya, OMR	Hindi, Social Studies and English

Organization:	Children's Paradise School follows the matriculation syllabus in Thiruvanmiyur, Chennai.
Role	English and Social Studies teacher
Description:	<ul style="list-style-type: none"> • Solid understanding of human resources functions. • Distinguished parent's meeting ability and oral communication skills. • In-depth knowledge of the concepts taught. • Decision-making and problem-solving at the right time.

Organization:	East Coast Christian School follows the matriculation syllabus in Neelankarai, Chennai. It imparts education to students through academic excellence and the development of their personalities.
Role	Kindergarten and English Teacher. (Worked twice)
Description:	<ul style="list-style-type: none"> • Worked as a teacher with little buds with utmost care and responsibility. • Provided support and taught them according to their level. • Drove the kids in an interesting way of learning. • Developed and implemented concepts daily and prepared lesson plans in English for junior-level children till VII Std and administered tests. • Evaluations and analyzed students' performances.

Organization:	ALM School follows the matriculation syllabus in Chennai
Role	Receptionist
Description:	<ul style="list-style-type: none"> • Worked as a Receptionist in the front office. • Providing support for the operations - Manager in all day-to-day operations. (House Keeping) • Handling customers' phone calls regarding generating inquiries, describing the admission procedure and various terms & conditions. • To receive the customers and visitors. • Preparing vouchers & Cheques. • To take care of all stationery items - by ordering for the stationery & and seeing that delivery arrives on time. • To call the suppliers and order the accessories items • Driving the team to handle responsibilities properly like School bus drivers leaving children on time to their houses. • Cross-skilled on various queue managing systems (e-mails) • Monitoring records, scheduling meetings, and facilitating communication between teachers, staff, and families. • Maintaining Daily reports.

Organization:	Citizen Academy CBSE School, Chennai
Role	English and Social Studies
Description:	<ul style="list-style-type: none"> • Developed and implemented concepts daily and prepared lesson plans in social studies and English for junior-level children till V Std and administered tests. • Evaluations and analyzed students' performances. • Conducted meetings with the parents to share the development and behavior issues of the students.

Organization:	Sangford CBSE School, Chennai Sangford is affiliated with the CBSE curriculum. It is founded and Run by a former Consultant of Fortune 100 companies, and US certified Early Childhood/Primary Education Programmer.
Role	English and Hindi - Elementary and Primary school
Description:	<ul style="list-style-type: none"> • Worked as a teacher with little buds with utmost care and responsibility. • Provided support and taught them according to their level. • Maintaining classroom and student records following school policy. • Helping to prepare materials, and general teacher support to the primary school.

Organization:	APL Global School is an initiative of the Ramaniyam Group Enterprise. It focusses on personalized learning with a strong inclusive set up. It offers diverse subject choices through the Cambridge International curriculum (IGCSE).
Role	Social Studies, Hindi and English
Description:	<ul style="list-style-type: none"> • Supported Project-based learning for social studies and Hindi mainstream classes of grades 3, 4, and 5. • Prepared lesson plans, and worksheets and implemented concepts in a different way of teaching methods, according to the level of each child as it is a Personalized way of teaching students. • Prepared condensed notes tutoring for students experiencing difficulty in a particular subject. • Drove the kids in an interesting way of learning. • I have prepared an Individual Educational Plan (IEP) and assessment reports for the students. • Remedial classes were handled for children with reading, writing, listening, and speaking difficulties. • Collected resources for teaching the child according to their needs. • Accompanied students into mainstream education classrooms and assisted with the learning process. • Supported children with special needs, and learning disabilities and guided their learning curve. • Administered all pullout testing for students with special needs. • Can understand and follow lesson plans. • Instructed students in English, Science, Math, Computers, and Global studies using an innovative special education curriculum. • Contributed to team meetings to promote a collaborative teaching environment. • Participated in parent conferences. • Excellent team member with good communication skills • Attended workshops on Bloom's taxonomy and differentiated instructions.

Organization:	Dr. C. L. Metha Sishya, OMR. It focuses on personalized learning with a strong inclusive setup. It offers diverse subject choices through the Cambridge International curriculum (ICSE).
Role	Hindi, Social Studies, and English
Description:	<ul style="list-style-type: none"> • Prepared lesson plans, and worksheets and implemented concepts in a different way of teaching method. • Remedial classes handled for children with reading, writing, listening, and speaking skills difficulties. • Contributed to team meetings to promote a collaborative teaching environment. • Participated in parent conferences. • Excellent team member with good communication skills • Evaluations and analyzed student's performances.

Extracurricular Activities	
Soft Skills	Pragmatic, Self-motivated, Strong work ethic, Quick learner, Enthusiastic and Energetic, Dedicated and hard working.
Computers	Good knowledge of basics of computer.

Educational details

	University / College	Year
TEFL	Asian College of Teachers	2024
M.Sc. Psychology	Tamil Nādu University	2018-2020
M.A English Literature	Annamalai University	2014
Hindi Pandit (Hindi finished till Praveen Uttrardh)	Hindi Prachar Sabha	2012
B.Ed., English, and Sp. Education	Indira Gandhi Institute of Higher Education University	2010- 2011
Diploma in Montessori	Maria Montessori	2003-2004
B.A English Literature	Madras University	1998-2000
12th grade	Shri Anand Jain Vidyalaya	1997
10th grade	Shri Anand Jain Vidyalaya	1995

Personal Details	
DOB	01 st JUNE 1979
Nationality	Indian
Contact Number	9176703535, 9176259652
E-Mail Address	fathisel@gmail.com
Languages Known	English, Tamil & Hindi

PLACE: CHENNAI

YOURS FAITHFULLY,

DATE: