

# ZEBA MEHMOOD

CERTIFIED EARLY YEAR  
EDUCATOR & ACADEMIC  
ADVISOR



## ABOUT ME

As a dedicated and passionate education professional with 4.5 years of experience in India, I am excited to bring my expertise and commitment to the UAE. My background includes teaching, assisting in classroom management, and providing academic advising to students, ensuring their academic and personal growth. I am adept at creating engaging lesson plans, fostering a supportive learning environment, and collaborating with colleagues and parents to achieve educational goals. My goal is to inspire and empower students to reach their full potential while contributing to the educational excellence.

## EDUCATION, SKILLS & CERTIFICATIONS

- Study Abroad Advisor (UK, USA, Canada, & Australia) Certification.
- Diploma in EYCE (Early Years Care & Education).
- TEFL (Teaching English as a Foreign Language) Certified
- Curriculum Development
- Lesson Planning, Teaching
- Computer Literacy, public speaking skills.

## CONTACT ME



+971521287932



zeba11261@gmail.com



Sharjah, U.A.E , Visa Status : Resident Visa

## EXPERIENCE

### Academic Advisor

Mapmystudy - Sharjah, UAE  
2024 - Present

Application assistance, including selecting suitable universities.

Visa & Immigration Support, ensuring students have all necessary documentation.

Financial Aid & Scholarship Guidance

### Public Speaking Expert

PlanetSpark - New Delhi, India  
MAY 2023 - DEC 2023

Conducted Training & Workshops to enhance individuals' public speaking skills.

Conducted online sessions & webinars by utilizing digital platforms & provided remote learning opportunities.

Offered personalized feedback & strategies to improve speech delivery, confidence, and presentation style.

### Online teacher & Subject Matter Expert (SME)

Evelyn Learning Systems

JUNE 2019 - DEC 2022

Designed and developed online course materials, lesson plans, and assessments tailored to meet the educational needs and learning styles of students.

Deliver engaging and interactive online lessons, utilizing various digital tools and platforms to teach students effectively, ensuring a comprehensive understanding of the subject matter.

Provide personalized support and mentoring to students, offering guidance, feedback, and additional resources to help them succeed academically and stay motivated in a virtual learning environment.