

# SARAH BAKHTIAR

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**Career Objective:** A talented and creative teacher having working experience of 4 years. To build a career in teaching profession to help and motivate students in achieving their goals through my best knowledge.

## Work Experience:

Huda Public School, Jan 2017 – Sep 2021

Assistant Teacher

## Experience:

- ❖ Provide individualized instruction to each student by promoting interactive learning.
- ❖ Create and distribute educational contents - notes, summaries, assignments etc.
- ❖ Assess and record students' progress and provide grades and feedback.
- ❖ Maintain a tidy and orderly classroom.
- ❖ Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- ❖ Plan and execute educational in-class and outdoor activities and events.
- ❖ Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- ❖ Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

## Key Impact Areas

- ✚ Fluent and Good Command in English
- ✚ Time Management
- ✚ Caring Attitude
- ✚ Continuous Learning
- ✚ Class Management
- ✚ Leadership
- ✚ Creativity
- ✚ Adaptability

## Education and Qualifications:

- ❖ **Master of Arts in English**, The Indira Gandhi National Open University, Kolkata, 1<sup>st</sup> Year Pursuing
- ❖ **Bachelor of Education**, The University of Burdwan, Kolkata, 2022
- ❖ **Bachelor of Arts in English**, The Calcutta University, Kolkata, 2020
- ❖ **Higher Secondary -12<sup>th</sup> (ISC)**, Saifee Golden Jubilee English Public School, Kolkata, 2016
- ❖ **Secondary – 10<sup>th</sup> (ICSE)**, Saifee Golden Jubilee English Public School, Kolkata, 2014

## Skills:

Basic Microsoft Word and Excel.

## Achievements and Social Activities:

- ✚ Participated in school level debate and Parade.

## Personal Details:

Date of Birth – 18<sup>th</sup> October 1997

Languages - English, Urdu and Arabic