

# ANNA TASH ASIM



**Address:** Apartment # A-45, Sunrise Apartments, Clifton Block 1  
Karachi, Pakistan  
**Mobile:** +92-300-892-1098  
**E-mail:** annatashmalik@gmail.com

## CAREER OBJECTIVE

Highly devoted, determined, meticulous and motivating teacher with hands-on experience in effective teaching, class management, discipline inculcation, planning and organizing activities, and team building.

## ACADEMIC QUALIFICATION

<u>Qualification</u>	<u>Year</u>	<u>Institute</u>
M.A. in Economics	2008	University of Karachi
B.A. in Economics	2005	P.E.C.H.S. Govt. College for Women
Intermediate in Humanities group	2003	P.E.C.H.S. Govt. College for Women
Matriculation in Computer Science	2000	St. Patrick's Girls' High School

## PROFESSIONAL EXPERIENCE

**Dots & Links For Skills Development Center LLC** | **August 2015 – March 2016**  
**Abu Dhabi, U.A.E.**

I was working as a Brain RX certified Cognitive Trainer reporting to the Center Director.

My major responsibilities included the following:

- Execute cognitive training protocol with students 1 on 1 to help them achieve faster, better mental performance in school, work and life.
- Focus on strengthening the underlying cognitive skills of students thereby improving focus and attention.
- Using intense mental exercises to create permanent, measurable and dramatic changes in how the brain receives, processes and remembers incoming information.
- Maintain progress details and share feedback.
- Work within guidelines to customize and optimize each client's program with supervisory guidance.

**Falconhouse Grammar School** | **August 2010 – November 2013**

I was working as GCE O' Level English Language teacher for classes VII to XI.

My major responsibilities included the following:

- Syllabus breakdown, preparing planners and conducting lessons
- Develop Creative Writing, Comprehension, Reading and Critical Thinking & Analysis skills in students
- Daily classroom management, monitoring student's behavior and individual student's progress.
- Facilitating students while working in groups, pairs, trios, and as whole class.
- Supporting students by providing encouragement and friendly environment so they can grasp new concepts easily.
- Prepare worksheets and relevant teaching aid material
- Designing and planning co-curricular and academic activities.
- Organize discussions and activities on relevant topics
- Paper Setting for Mid Term and End of term Examinations
- Liaising with parents about their child's progress.
- Conducting -Debates and elocution contests,
- School Improvement Plans Development, Discussion with the Principal and help in implementation.
- Attending meetings and workshops for professional growth.

I have also taught "Social Studies" subject to classes VI and VII for a year.

## **PROFESSIONAL EXPERIENCE – CONTINUED**

### **The Educators School**

**February 2010 – May 2010**

I taught General Science and Computer Science subjects to students of classes V to IX.

My major responsibilities included:

- Preparing planners and conducting lectures
- Providing relevant notes to class IX
- Taking presentations on various topics
- Conducting examinations during and at the end of term

### **Professional Management Solutions**

**January 19th, 2011**

Worked as workshop facilitator's Associate and was responsible for the following:

- Smooth running of the presentation
- Distribution and collection of related assessment and feedback questionnaires.

### **The Hub Power Company Limited**

**June 2008 – July 2008**

Internship for 4 weeks with the Administration department. My work responsibilities included:

- Preparing correspondence letters
- Responding to the supplier invoices
- Data entry

## **CERTIFICATIONS AND COURSES**

### **Brain Rx Certified Trainer**

**1-August 2015**

- Training Course organised by Dots & Links For Skills Development Center LLC - Abu Dhabi, U.A.E.

### **Training to Teach English**

**November 26th – December 31st, 2011**

- Course organised by Institute for Educational Development, Centre of English Language, The Aga Khan University, Karachi, Pakistan

### **Emotional Intelligence Workshop**

**October 27th, 2011**

- Workshop organised by The British Council, Karachi, Pakistan

### **Bullying, Discipline and Classroom Management**

**October 22nd, 2011**

- Workshop organised by Dialogue at Institute of Training and Consultancy

### **ELT in a Changing World: Innovative Approaches to New Challenges**

**January 29-30, 2011**

- Participated in seminar organised by The Aga Khan University and Institute for Educational Development, Centre of English Language, The Aga Khan University, Karachi, Pakistan

### **Interdisciplinary Social Sciences International Conference**

**September 4-5, 2007**

- Participated in seminar organized by Faculty of Arts, University of Karachi in Collaboration with Higher Education Commission

## **INTERESTS AND HOBBIES**

- Completed one year Diploma in Textile and Fashion Designing
- Held 3 successful exhibitions for printed fabrics; designed and created by self
- Taken various courses on Cooking, Ceramics, and Grooming etc.
- Reading books, Interior designing, Dress designing

## **COMPUTER SKILLS**

- Microsoft Office (MS Word, MS Excel, MS Outlook)
- Internet explorer and web surfing

## **PERSONAL DETAILS**

Father's Name: Javed Akram Malik  
Date of Birth: 1st Oct, 1985  
Nationality: Pakistani  
Marital Status: Married

## **LANGUAGES**

- English
- Urdu

## **REFERENCES**

Will be made available upon request