

Sumaiya Qasim Lawai

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Objective _____

To obtain career-oriented position that provides a challenging work environment with learning opportunity for professional advancement.

Personal Profile _____

A self-motivated, ambitious and responsible individual with good experience related to education management, able to work on any given initiative while being a part of team or department. Also able to adapt well to pressures of different working environment by dealing with people efficiently, organizing and prioritizing work load, and looking forward towards new opportunities.

Academic Qualification _____

QUALIFICATION	INSTITUTE	Grade/Division	YEAR OF COMPLETION
B.Ed	Hamdard University	Waiting for result	2010
B.A	Karachi University (external)	2 nd Division	2008
Montessori Teachers` Training	Montessori Training Centre (MTC)	A Grade	2007
HSC (Arts)	Private	B Grade	2006
SSC(Science)	The Karachi Academy	A Grade	2004

Attended Workshops & Seminars _____

- Computer Course 2002 Consulnet Corporation
- Fehm-ul-Quran Course 2004 Quran Institute
- Certificate Basic Fine arts 2005 Rangoonwala community centre
- Developing oral skills 2007 Teachers Resource Centre (TRC)
- Pre-primary teachers training course 2007 New Century Education (NCE).
- ISNA Education Forum 2008 Westin O'Hare-Chicago USA
- Story Telling 2008 Montessori Training Centre (MTC)
- EYLA ECD WEEK 2009 AKU-IED
- Early Childhood Education & Development 2009 AKU-IED
- Material Development in the classroom 2009 AKU-IED

Volunteer Experience

- Worked as a volunteer teacher at **Safura Bai Memon Girls Boarding** House PECHS Karachi.
 - Use to teach English, computer to primary class students.
- Worked as a volunteer assistant teacher at **ICN (Islamic Centre of Naperville) Chicago U.S.A** from January 2008 till April 2008.
 - Assisted lead teachers in the Pre-school and Pre-KG classrooms.
 - Organized daily activities.
 - Directed children to use Montessori materials.
 - Performed minor administrative tasks such as organizing materials.
 - Attended ISNA's education forum to hone my teaching skills.

Work Experience

- Worked as a Montessori trainer at **Memon Institute of Teachers Training** from January 2010 till March 2010
- Worked as Montessori Directress / ECED in charge at **Rukaiya Hajiani High School** from August 2006 till December 2009.
 - Conducted meetings of teaching faculty and parents to track child development.
 - Organized workshops for Montessori teachers and parents.
 - Planned new Montessori environment against the existing facilities.
 - Planned lesson plans for each week.
 - Planned and implemented various activities both for individuals and group activities namely play, dance, singing, games, arts and crafts which helped children to bring out their talents and improve their skills.
 - School magazine / Newsletters Basic concept, layout, and photography.
 - Helped in organizing school functions such as colors day, salad day, annual functions, result day, earth day, mela etc.
 - Prepared new academic reports for preschool, pre-k and KG classes.
 - Managed and coordinated the team of teachers and recorded my observation about children and teachers which would be presented to director in meeting.
 - Story telling sessions for children and thereby helped the children to increase their vocabulary and creative thinking.
 - Made use of audio visual aid in my teaching to children.
 - Took care of each child individually and attended their problems in lessons and also coordinated with their parents to communicate about their children.
 - Attended educational workshops to hone my teaching skills.

Other Skills

- Proficient in MS-Office and Internet
- Fluent in speaking English and Urdu

Professional Memberships

- Early Years Learning Association (EYLA)
- World Memon Organization (WMO)
- International Education and Resource Network (iEARN)

Personal Profile

Father's Name: Qasim Moosa lawai

Date of Birth: April 10, 1984

Marital Status: Married

