



Abida Parveen

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Doha Qatar

Skills / Strengths

- Montessori Education
- Language proficiency
- Program management
- CBT expertise (if applicable)
- Technical proficiency
- Adaptability
- Problem-solving
- Attention to detail
- Organization
- Compliance knowledge
- Teamwork

Certifications

Introduction to Cognitive Behavioral Therapy
Sept. 2023

3 Months Montessori Certificate Course
Sept. to Nov. 2016

Event Management
May to Jun. 2012

English Language Program Certificate
Jun. 2005

Computer Literacy Program
Dec.2002 to Mar.2003

Education

Master of Arts in International Relations
2006-2008
University of Karachi, Pakistan

Bachelor of Arts
2004-2006
University of Karachi, Pakistan

About Me

Experienced and dedicated educator with a strong background in Montessori education, and a passion for fostering student growth and development. Skilled in creating engaging lesson plans, implementing effective teaching strategies, and providing individualized instruction. Committed to creating a positive and inclusive learning environment where students feel motivated and supported. Excellent communication and interpersonal skills, with the ability to connect with students, parents, and colleagues. Adaptable and flexible, able to thrive in diverse educational settings.

Work Experience

2015 - 2017 Kindergarten Teacher

Aabacada Pre School
Karachi, Pakistan

- Teach early education subjects.
- Plan engaging activities for young children.
- Maintain a safe and nurturing classroom.
- Assess children's progress and communicate with parents.
- Foster good behavior and social skills.
- Ensure a culturally inclusive environment.

2012 - 2013 Office InCharge

Happy Palace Grammar School
Karachi, Pakistan

- Manage school office operations.
- Handle communications and appointments.
- Maintain records and assist with budgets.
- Support staff and oversee student records.
- Ensure security and compliance.
- Use technology for administrative tasks.

2008 - 2011 Islamic Teacher

Iqra Madina-tul-Atfal
Karachi, Pakistan

- Teach age-appropriate Islamic values.
- Plan engaging lessons and activities.
- Introduce basic Quranic studies and rituals.
- Promote good behavior and morality.
- Communicate with parents.
- Ensure a safe and inclusive environment.

2005 -2006 Kindergarten Teacher

Speciss Public School (Montessori to Matric)
Karachi, Pakistan

- Plan and teach age-appropriate lessons.
- Manage the classroom and student behavior.
- Assess student progress and adjust teaching.
- Communicate with parents regularly.
- Ensure a safe and inclusive learning environment.
- Stay updated on teaching methods and regulations.