
HAFSA NAJEEBDEEN MAJEED

Doha, Qatar | +97430003540 | hafsa.najeebdeen@gmail.com

Summary

Passionate teaching professional committed to providing students with positive educational experiences. Quickly builds productive relationships through excellent communication and instruction. Adapts teaching styles and methods to maximise student potential.

Experience

Elementary Class Teacher **01/2021 to Current**
QSC Centre for Children **AI Wakrah, QATAR**

- Instructed diverse subjects including Islamic Studies and Quranic Education.
- Created dynamic lesson plans aligned with curriculum standards.
- Perform frequent assessments to gauge student progress.
- Implemented interventions for students with attendance or academic issues.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Inspired pupils by delivering fun and exciting lessons, leading to increased engagement.
- Participated in ongoing professional development workshops to remain current with educational trends.

Islamic Studies Teacher **09/2018 to 09/2020**
Al-Islah Society Community school **Manama, Bahrain**

- Delivered interactive lectures on the Quran, Hadith, and Islamic Studies to enhance student understanding.
- Attended regular professional development seminars and staff training to improve quality of teaching.
- Provided oral and written assessments, reports and references relating to individual students.
- Engaged students using variety of successful and impactful teaching strategies and methods.
- Fostered a supportive classroom environment that promotes mutual respect and interfaith dialogue.
- Led vocational classes to develop students' practical competencies.

Accounts Payable Administrator **01/2017 to 01/2018**
University Of Bahrain - Inteship

- Process and manage vendor invoices, ensuring timely and accurate payments
- Reconcile accounts and resolve discrepancies with vendors
- Maintain detailed records of transactions and assist with monthly financial reporting
- Coordinate with internal departments to verify and approve payment requests
- Organised timely processing of invoices and payments.
- Verified invoice and expense claims' accuracy ahead of processing.
- Calculated bills owed by customers, prepared invoices and distributed statements.
- Monitored accounts payables and receivables to proactively spot and handle problems.

Skills

- Teaching Certification with Early Childhood Education endorsement
- Purposeful lesson planning
- Expert multitasker
- Curriculum Development
- Child safeguarding
- Classroom management
- Qur'anic tajweed (Rules)
- Effective time management
- Educational leadership
- Bilingual or multilingual proficiency
- Examination supervision
- Marking and report writing
- Islamic ethics understanding
- Proficiency in microsoft office

Education

Early Years Foundation Stage 3: MONTESSORI CURRICULUM

ICON TRAINING CENTER QATAR

Pre & Primary Teacher Training Level 4: English (MOFE/MOC Endorsed)

ICON TRAINING CENTER QATAR

Bachelors of Science: Accounting(AACSB Accredited)

UNIVERSITY OF BAHRAIN BAHRAIN

Completed Higher Secondary: Commerce

PAKISTAN URDU SCHOOL BAHRAIN

Productive Life Coaching Practitioner

LEADERS MIND GLOBAL TURKEY

Diploma: Islamic Studies

QATAR GUEST CENTER QATAR







A simple Guide to Tajweed - Quranic Science

HAMAD BIN KHALID AL THANI QATAR

Islamic Science

ZAD ACADEMY SAUDI ARABIA

Languages

| | | | |
|------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------|----|
| English: | C2 | Tamil: | C2 |
|  | |  | |
| Proficient | | Proficient | |
| Urdu: | B1 | Arabic: | B1 |
|  | |  | |
| Intermediate | | Intermediate | |
| Hindi: | B1 | Malayalam: | A2 |
|  | |  | |
| Intermediate | | Elementary | |

Hobbies and interests

- Self Made Henna Artist
- Quran Memorization
- Sketching
- Quran classes