

Humera Masood Khan

Doha -Qatar

+974-50107336

Humerateacher1@outlook.com



Cover Letter

Dear Hiring Manager,

I am writing to express my keen interest in the position of **ICT and/or Maths** Teacher at your esteemed School. With a passion for education and a strong background in both ICT and Mathematics, I believe I would be an excellent fit for your esteemed institution.

I hold a **Bachelor's Degree in Technology, as well as gained Certification and Experience in computer teaching in IGCSE ED EXCEL, GCSE Curriculum**, with a specialization in ICT and Mathematics education. Throughout my academic journey, I have consistently demonstrated a commitment to academic excellence and a genuine enthusiasm for fostering students' knowledge and skills.

During my recent years of teaching experience, I have had the privilege of educating and inspiring diverse groups of students across different age groups and learning abilities. This exposure has allowed me to develop effective instructional strategies tailored to meet individual needs while promoting a collaborative and inclusive learning environment.

In my previous role as an **ICT and Mathematics** Teacher at **The Cambridge School**, I successfully implemented innovative teaching methods and integrated technology into my lessons to enhance student engagement and comprehension. I am well-versed in utilizing educational software, interactive whiteboards, and other digital tools to create interactive learning experiences. I have a strong understanding of various programming languages and software applications, enabling me to teach programming concepts effectively to students.

I firmly believe in the importance of creating a supportive and encouraging classroom atmosphere that fosters critical thinking, creativity, and independent learning. By employing a variety of instructional techniques, such as hands-on activities, group projects, and real-life applications, I aim to install a passion for both **ICT and Mathematics** in my students. Additionally, I am committed to nurturing students' problem-solving and analytical skills, ensuring they are well-prepared for future challenges.

Apart from my teaching responsibilities, I actively engage in professional development opportunities to stay updated with the latest educational trends and pedagogical approaches. I am confident that my continuous learning mind-set and dedication to personal growth would contribute positively to the professional development culture at The Cambridge School and other places I was part of their team.

I am excited more about enlarging the passion of dedicated team of educators at any school or Team I might be part of. I believe that my strong subject knowledge, teaching expertise, and genuine enthusiasm for empowering students would make me an asset to your institution. I am eager to collaborate with fellow teachers, parents, and school administrators to create a stimulating learning environment that nurtures students' academic growth and personal development.

Thank you for considering my application. I have attached my resume for your review, which provides further details regarding my qualifications and achievements. I would welcome the opportunity to discuss how my skills and experiences align with your school's goals and vision and mission. Please feel free to contact me.

Sincerely, Humera Masood Khan

Humera Masood Khan

Qatar, Doha | (974) 50-10-73-36 | Humerateacher1@outlook.com | ICT & Maths Teacher

PROFILE

Dedicated and passionate **ICT and Maths** teacher with a strong background in education and expertise in leveraging technology to enhance student learning. With 9(Nine) years of experience in teaching, I am committed to creating a dynamic and interactive classroom environment that fosters critical thinking, problem-solving, and digital literacy skills. Skilled in designing innovative curriculum, integrating educational software and tools, and adapting teaching methods to accommodate diverse learning styles.

My goal is to empower students to become proficient in ICT and develop a deep understanding of mathematical concepts, preparing them for success in the digital age. With excellent communication and interpersonal skills, I strive to establish positive relationships with students, colleagues, and parents to foster a supportive and engaging learning community.

EDUCATION

B. TECH (Computer Science & Engineering) ,

- Score 80%
- Mathematics and Computer Science

INTERMEDIATE (12th), U.P

- Score 80%
- Mathematics, English, Physics and Chemistry.

HIGH SCHOOL (10th), U.P

- Score 90%
- English, Science, Mathematics and Info Tech

SKILLS

- Technology Integration,
- Team Teaching Approach
- Creative Questioning & Critical Thinking.
- Leadership development
- Program development
- Student counselling and support
- Event planning
- Diversity and inclusion initiatives
- Community engagement and outreach
- Crisis management
- Student organization advising
- Interpersonal communication

WORK EXPERIENCE

ICT Teacher

August 2021 – to Present

The Cambridge School, Doha- Qatar

In charge of Making students master ICT subject and promote their learning skills. Providing a positive learning atmosphere and contributing as well in the development of school vision and mission. Plan and deliver ICT lessons that incorporate the use of different materials and tools.

- Teaching, including planning and preparing courses and lessons, setting and marking of work and assessing, recording and reporting on the development, progress and attainment in line with the school's expectations and policy.

- Using data to inform classroom teaching, monitoring and tracking student progress and putting in place timely interventions.
- Preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
- Preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
- Communicating and consulting with the parents of students, including the writing of reports.
- Attendance at Parents' Evenings and Open Evenings.
- Maintaining good order and discipline among the students we are teaching.
- Participating in departmental meetings and Open Evenings.
- Working as a member of a team in the shaping of departmental policy and practice, the introduction of curricular initiatives, the preparation and development of programs of study and methods of teaching and assessment
- Participating in administrative and organizational tasks in order to ensure the smooth running of the department.
- Keeping up to date with curriculum innovation, participating in arrangements for CPD, contributing to own professional development.
- Working collaboratively with support teachers in the classroom.
- Taking responsibility for the monitoring and support of a beginning teacher taking his/her class, if appropriate.
- Setting work for his/her classes where absence is known in advance and setting work for absent colleagues where required.
- Taking responsibility for a designated area of the curriculum, administration or curriculum innovation or project.
- Carrying out other tasks as reasonably directed by the Head of Department.
- Familiarizing to the framework and the expectations of outstanding teaching and learning in QATAR.
- Being supportive of Qatar initiatives and cultural expectations.

Head of Department ICT
The Cambridge School, Doha- Qatar

February 2021 – to August 2021

Responsibility for oversight of ICT department in school including, but not limited to:

- Supervise ICT teaching staff and guide them accordingly
- Lead and manage all ICT staff at the school in the teaching of the subject
- Ensure a high quality of ICT teaching and learning
- responsible to the Head-teacher for reviewing and developing the quality of teaching, learning, and assessment in his/her area of curricular responsibility throughout the school
- responsible for ensuring that each individual pupil experiences a high quality of education in that subject
- r ensuring that ALL pupils fulfil their academic potential in the subject and obtain the best possible results in all externally moderated examinations
- responsible for curriculum and assessment arrangements and the planning of pupils' learning experiences in line with Curriculum and school policy in the department
- Leading curricular planning incorporating whole school policy
- Overseeing teaching approaches used by the subject team and advising on classroom management relevant to the subject matter
- Developing and selecting suitable learning resources and materials
- Completing regular pupil monitoring and commendations in line with school policy and as detailed in the school diary

- Overseeing pupils' subject reports/profiles in accordance with school policy
- Ensuring the highest standards of teaching and assessment within the department.

Maths Teacher
The Cambridge School, Doha- Qatar

December 2019 – to January 2021

Qualified Math teacher with enlarged competence at organizing and delivering engaged lessons in accordance with the specificities of curriculums to students in an effective way. Ensuring good understanding of the fundamentals of Maths subject and able to explain it to students as needed. Being able to carefully supervise and assess student performance. Key responsibilities include but not limited to:

- Developing flexible, effective teaching tools and methods to help students learn mathematics
- Communicating with students in an understandable, effective way about daily lessons and instructions
- Ensuring a smooth and convenient class differentiation
- Ensure a Flexible-pace learning between students to develop analytical mathematics understanding.
- Establishing clear learning objectives and developing these with their students
- Collaborating with a school administration in enforcing rules of behaviour, class participation and conduct for students
- Creating and assigning learning projects, essays, tests, quizzes and homework for students, then grading their performance accurately on these assignments
- Working with students individually if they need extra help and support in their math coursework
- Extremely effective interpersonal and communications skills
- Technical proficiency in creating and tracking coursework, tests and other assignments for numerous students
- Precise verbal and written instruction abilities
- Patience and emotional management skills for dealing with students of assorted ages and personalities
- Ensure a Collaborative learning in class to develop student's skills in a reciprocal way
- Use of various tools and materials via progressive tasks and quizzes to urge student's motivation of analysis and creational learning
- Incorporate digital resources to motivate students and deliver an engaged lessons and to enable mixed-ability classes get the opportunity to approach a topic or subject from different angles

High School Professor • ICT and Mathematics
ST. Aerjay School

December 2016 – to December 2019

- Instruct students and creating lesson plans.
- Assigning and correcting homework, managing students in the classrooms.
- Bestowing students with arithmetic and problem solving skills.
- Communicate with parents, and helped students in preparation for Standardized testing actively.
- Evaluated and graded students' class work, laboratory work, book reports, projects, assignments and school exams.
- Maintained and updated student attendance records, grades, attitude and personality development and other records.

- Lectured to undergraduate or graduate students on topics related to programming, data structures, data management and software design and manipulation.
- Prepared course materials (syllabi, homework assignments, worksheets, Quizzes and handouts) for the students.
- Graded examinations and evaluated students' performance on both lectures and lab classes.
- Keep abreast of developments participating in Continuing Professional Development (CPD), School's Enrichment Program and Inter-House events' program.
- Communicating and consulting with the parents of students, including the writing of reports.
- Attendance at Parents' Evenings and Open Evenings.
- Maintaining good order and discipline among the students.
- Participating in departmental meetings and Open Evenings.
- Working as a member of a team in the shaping students learning process.
- Arrange and organize school events, such as competitions and trips other engaged learning activities.
- Conducting presentations and training sessions for colleagues regarding student's behavioral betterment and maintaining discipline in the class and school premises.
- Meeting with parents face to face or via Zoom to address concerns and improve the school through the Parent Committee.

Personal Statement

Flexible and organized educational professional with more than 9 years of teaching expertise with an unparalleled ability to explain complicated mathematical concepts and ICT as a Subject in an easily understandable manner. Talent for employing unique teaching strategies to effectively engage all students and foster a fun and fascinating learning environment. Encouraging and patient; provide individualized and extracurricular support for students that are struggling with learning concepts and mathematical topics. Quickly develops an excellent rapport with students, staff members, and parents to produce a friendly and supportive school community.



المسلسل: 616/2022

التاريخ: 2022/02/03

المحترم

السيد / مدير مدرسة كمبرج الخاصة

تحية طيبة وبعد،

الموضوع: اعتماد ترشيح

بداية تهديكم إدارة تراخيص المدارس الخاصة أطيب التحيات بالإشارة الى الايميل المرسل بتاريخ 2022/2/2 لإدارة تراخيص المدارس الخاصة بشأن طلب اعتماد الترشيح نحيطكم علماً بتناسب المؤهلات والخبرات لشغل الوظيفة للموضحة بياناتهم أدناه وهي كالتالي:

| م | الاسم | الوظيفة | الرقم الشخصي |
|---|------------------------------|------------------------|--------------|
| 1 | سالم البرني جبيلي | معلم لغة عربية اعدادي | 27278800399 |
| 2 | مسعود عبدالرحمن محمد | معلم شرعية ابتدائي | 27376001885 |
| 3 | ليزا بيرني مانويل | معلمة صف | 29371000393 |
| 4 | هوميرا مسعود خان | معلمة حاسب الي | 29335635090 |
| 5 | بكري احمد قاسم بني خالد | معلم لغة عربية ابتدائي | 28240001791 |
| 6 | معن حسن سالم السلطات القراله | معلم لغة عربية اعدادي | 28140001811 |

وعليه يمكنكم استكمال إجراءات التعيين لديكم ومخاطبة اللجنة الدائمة للاستخدام بوزارة العمل لاتخاذ الإجراءات المناسبة، بشأن استصدار رخصة عمل (قابلة للتجديد)، ومن ثم تصديق عقود العمل، وفق الإجراءات المتبعة بهذا الشأن...

وتفضلوا بقبول فائق الاحترام،

حمد محمد الغالي

مدير إدارة تراخيص المدارس الخاصة



سارة الطاهري



THE CAMBRIDGE SCHOOL مدرسة كامبردج

13th April 2022
HR/CER/35025

To whom it may concern.

EMPLOYMENT CERTIFICATE

This is to certify that **Ms. HUMERA MASOOD KHAN**, INDIAN nationality, holding Passport Number: N2400882 and QID Number: 29335635090 is working with us as an **ICT Teacher** from 31-12-2019 .

This certificate is issued upon her request, without any obligations from the school.

For **THE CAMBRIDGE SCHOOL CO.**

Authorized Signatory



العنوان : قطر - الدوحة - العمورة - شارع المعاضيد. ص.ب: ٢٢٥٨٠ - هاتف : +٩٧٤ ٤٤٦٩٦٥٩٠ / +٩٧٤ ٤٤٦٩٠٥٢٠

فاكس : ٤٤٦٩٩٢٧٨ - سجل تجاري : ٢٤٨٨٩ بريد إلكتروني : tcs@talebgroup.com - الموقع الإلكتروني : www.tcsqatar.com - رأس المال : ٣.٠٠٠.٠٠٠

Address: P.O. Box 22580 (Al-Maadeed Street, Mamoura, Doha - Qatar) - Tel. +974 44696590, +974 44690520

Fax: +974 44699278 CR: 24889 -E-mail: tcs@talebgroup.com Website: www.tcsqatar.com - Capital 3,000.000

उपाधि क्रमांक / Degree Serial No.

BTECH/2015010885

नामांकन संख्या / Enrollment No.

111431325135

अनुक्रमांक संख्या / Roll No.

1114313024



35025

डा. ए.पी.जे. अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश



(पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय, लखनऊ)

विश्वविद्यालय की विद्या परिषद की अनुशंसा पर

हुमेरा मसूद खान

को कम्प्यूटर साइंस एण्ड इंजीनियरिंग विधा में प्रौद्योगिकी की स्नातक उपाधि
प्रथम श्रेणी में

उनके द्वारा इस उपाधि की अवाप्ति हेतु
विश्वविद्यालय द्वारा विहित अपेक्षाओं को सफलतापूर्वक पूरा करने पर
एतद्वारा सन् 2015 में प्रदान की जाती है।

Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh

(Formerly Uttar Pradesh Technical University, Lucknow)

Upon the recommendation of the Academic Council,

the University hereby confers the degree of

Bachelor of Technology in Computer Science & Engineering

upon

HUMERA MASOOD KHAN

who has successfully completed the requirements prescribed by the University

for the award of this degree in

First Division

in the year 2015

Received Original
35025



Vinay Kumar Pathak

(विनाय कुमार पाठक)
कुलपति

(Vinay Kumar Pathak)
Vice-Chancellor

लखनऊ, (उ.प्र.), भारत

Lucknow, (U.P.), India

दिनांक/Dated: 22/01/2016



COPY



UTTAR PRADESH TECHNICAL UNIVERSITY LUCKNOW, UTTAR PRADESH, INDIA

STATEMENT OF MARKS FINAL YEAR

Session: 2014-15

BACHELOR OF TECHNOLOGY COMPUTER SCIENCE & ENGINEERING

Roll No. : 1114313024

Enrollment No. : 111431325135

Name of Candidate : HUMERA MASOOD KHAN
Father's Name : MASOOD KHAN
Name of Institution : IMS ENGINEERING COLLEGE, GHAZIABAD

VII SEMESTER

VIII SEMESTER

| Subject Code and Name | Maximum Marks | | Marks Obtained | | Subject Code and Name | Maximum Marks | | Marks Obtained | | | | | | |
|----------------------------------|-----------------------------|-------------------------|--------------------------|-------------------------|---------------------------|--------------------|--------------------|-----------------------------------|------------|------------|--------------|------------|------------|-----------|
| | Sess. | Exam. | Total | Cr. | | Sess. | Exam. | Total | Cr. | | | | | |
| THEORY | | | | | THEORY | | | | | | | | | |
| 22 Quality Management | 050 | 100 | 049 | 084 | 133 | 4 | EOE081 | Non Conventional Energy Resources | 050 | 100 | 050 | 065 | | |
| 4 Pattern Recognition | 050 | 100 | 046 | 065 | 111 | 4 | ECS801 | Artificial Intelligence | 050 | 100 | 050 | 058 | | |
| 5 Data Mining & Data Warehousing | 050 | 100 | 048 | 061 | 109 | 4 | ECS084 | Cryptography & Network Security | 050 | 100 | 050 | 051 | | |
| 11 Distributed Systems | 050 | 100 | 045 | 059 | 104 | 4 | ECS087 | Mobile Computing | 050 | 100 | 049 | 060 | | |
| 2 Digital Image Processing | 050 | 100 | 048 | 050 | 098 | 4 | | | 050 | 100 | 042 | 047 | | |
| PRACTICAL | | | | | | | | | | | | | | |
| 1 Distributed Systems Lab | 025 | 025 | 025 | 023 | 048 | 1 | ECS851 | Artificial Intelligence Lab | 025 | 025 | 025 | 022 | | |
| 2 Digital Image Processing Lab | 025 | 025 | 025 | 023 | 048 | 1 | ECS852 | Project | 100 | 200 | 300 | 070 | | |
| 3 Project | 050 | 050 | 037 | 050 | 037 | 2 | | | 050 | 050 | 042 | 042 | | |
| 4 Industrial Training Viva-Voce | 050 | 050 | 040 | 050 | 040 | 1 | | | 050 | 050 | 042 | 042 | | |
| General Proficiency | 050 | 050 | 043 | 050 | 043 | 1 | GP801 | General Proficiency | 050 | 050 | 042 | 042 | | |
| TOTAL | 450 | 550 | 406 | 365 | 771 | 25 | TOTAL | TOTAL | 375 | 625 | 1000 | 336 | 406 | |
| Carry Over (if any) | Grace Marks (if any) | First Year (25%) | Second Year (50%) | Third Year (75%) | Fourth Year (100%) | Grand Total | Grand Total | Grand Total | Th | Pr | Total | 36 | 12 | 48 |

Approved by
Head of Institute

Signature
Controller of Examination



NOTARY PUBLIC
DELHI (India)

[Handwritten Signature]
[Handwritten Signature]
9/10



VIRENDER SINGH
SDM (Model Town)
Govt. NCT of Delhi
Near NDPL Office, Azad Pur Flyover,
Azadpur, Delhi-110033

233122

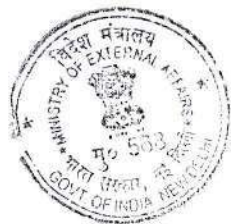
90 OCT 2019

सं. दिनांक
No. Date
जिला न्यायाधीश/सब डिविजनल मैजिस्ट्रेट/
जिला न्यायाधीश/सब डिविजनल मैजिस्ट्रेट
विवाह पंजीयाक के हस्ताक्षर सत्यापित किए जाते हैं
The Signature of District Judge/
Sub Divisional Magistrate/Judge
of Marriage Attested
दिये संकल्प है सरकार के किसी भी विषय मसु के
जिम्मेवारी नहीं लेता।
Ministry of External Affairs accepts
no responsibility for the contents of this
document.



الرقم: 2019139003998/3
في: نيودلهي
التاريخ: 21/10/2019
السعر: 2,200 INR

نصادق على صحة الختم والتوقيع لـ:
وزارة الخارجية الهندية
دون أدنى مسؤولية عن المحتويات
02844580



(सुनील चनाप)
SUNIL CHANAP
अनुपाय अधिकारी (ओ.आई.)
Section Officer (OI)
सी. पी. डी. इकाई / C.P.V. Division
विदेश मंत्रालय, नई दिल्ली
Ministry of External Affairs, New Delhi



الرقم: 2020001009765/9
في: الدوحة
التاريخ: 21/01/2020
السعر: 100 QAR

نصادق على صحة الختم والتوقيع لـ:
سفارة دولة قطر في نيودلهي
دون أدنى مسؤولية عن المحتويات
02000222

