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# Syed Faryal Shah

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Satellite Town  
Rawalpindi.

Phone : **0332-3755589**

## Computer Skills

Microsoft Word, Excel, Access, PowerPoint, Outlook Express.

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## Objective

- To obtain a position as an elementary school teacher that will utilize my dedication to children's educational needs and development.
- To encourage creativity and higher-order thinking in a way that increases student performance.
- Creative, resourceful teacher with eight years of varied instructional experience.
- Qualified elementary school teacher with proven ability students'

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## Education

### B.COM

Allama Iqbal Open University, Islamabad

### F.A

Board of Intermediate and Secondary Education  
Rawalpindi

### SSC

Board of Intermediate and Secondary Education  
Rawalpindi

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## Work experience

### Class Teacher

Mr.Cabin Public High School

**2016 To 2020**

- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self-responsible/independent learners

## Work experience

### Class Teacher

NOV 2011 To Jun 2015

New Siddique Public School Rawalpindi

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.

## Work experience

### Customer Service Representative (CSR) Jan 2010 To Oct 2011

J Tele communications

- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments and complaints.

## References

References available upon request.