

SHERMEEN QURESHI

Education & Training Professional

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PROFESSIONAL SUMMARY

Experienced Upper Primary and Middle School Educator with strong academic background in International Relations and Human Resource Management. Nearly 10 years of teaching experience with expertise in English, Social Studies, History, Geography, and general classroom management. Skilled in curriculum planning, student engagement, assessment strategies, and developing critical thinking skills through interactive teaching methods. Proven ability to build strong teacher-student relationships, improve learning outcomes, and create a positive classroom environment.

Seeking an opportunity in the upper primary/middle section where I can contribute my subject knowledge, teaching experience, and passion for student development.

SUBJECT EXPERTISE

- English Language & Literature
- Social Studies
- History & Geography
- Computer Science (Middle Level)
- General Class Teacher Responsibilities (grade 4-8)
- Project-Based Learning

CORE COMPETENCIES

✓ Teaching & Facilitation	✓ Curriculum & Lesson Design	✓ Classroom Management
✓ Student Counselling & Mentoring	✓ Designing engaging activities	✓ Developing student writing skills
✓ Supporting struggling students	✓ Creative teaching strategies	✓ Public Speaking

EDUCATION

MBA – Human Resource Management

Virtual University, Lahore

Specialization in Human Resource Management, Marketing & Management

MSc – International Relations

Quaid-e-Azam University, Islamabad

PROFESSIONAL EXPERIENCE

United Charter School Nespak Campus -English Teacher / ClassTeacher 2025– till present

Working as Class Teacher for Grade 5 and English Teacher for Grades 4 & 5

- Successfully managed Grade 5 as Class Teacher with responsibility for academic progress, behaviour management, and student well-being.
- Achieved excellent final academic results through focused teaching strategies and continuous student support.

*Awarded “**Outstanding Classroom Initiatives**” certificate for designing and implementing creative, engaging, and innovative classroom activities for Grade 5 students.

* Recognized for developing student participation through creative tasks, interactive learning experiences, and activity-based teaching approaches.

* Successfully created a positive classroom environment that encouraged confidence, collaboration, and independent learning.

• Led the planning and execution of morning assemblies, providing a platform for students to practice public speaking and coached students in speech writing, presentation techniques, and role plays to enhance their overall communication skills.

Beaconhouse School System JTC Girls Branch – Class Teacher/Subject teacher 2017 – 2018

- Taught English and Social Studies to Grade 4 students.
- Planned lessons and assessed student performance.

Beaconhouse School System –JTC Lower Primary / Teacher

Jan 2017– March 2017

Worked as Class Teacher – Grade 2 (Lower Primary)

- Taught all subjects to Grade 2 students.
- Managed classroom activities and monitored student progress.

Beaconhouse School System – Web Designer / IT Coordinator / Teacher

2004 – 2012

- Delivered IT instruction and coordinated the school's technology programme for over eight years, training both staff and students from beginner to proficient level.
- Designed and conducted workshops on MS Office, C-3 software (Inspiration, Timeliner, ClarisWorks), Internet tools, and school website management for faculty and senior staff.
- Led the publication team that created Beaconhouse's inaugural school newsletter, overseeing editorial and layout production.
- Managed website content, information architecture, and media contacts for print, broadcast, blogs, and online publications.
- Supervised a fully equipped computer laboratory, ensuring optimal use of hardware and peripherals for staff and students.

She Publishers – Editor / Layout Designer

2004 – Present

- Edited and published over 14 books on Psychology, ensuring accuracy, readability, and consistency.
- Designed graphic layouts and composed final print-ready files using Corel Draw X-3 and InPage.

Research Consultant – CSF-USAID Project

Feb 2009 – Apr 2009 | Feb 2010 – Apr 2010

- Conducted the International Survey for the World Economic Forum's annual Global Competitiveness Report across two consecutive years.
- Coordinated and assisted WEF in executing the Executive Opinion Survey 2009 in Pakistan, liaising with chambers of commerce in Islamabad, Lahore, Karachi, Faisalabad, Sialkot, and the FPCCI.

Asia Foundation, Islamabad – Research Intern / Assistant

2000 – 2003

- Supported the Balochistan Safe Motherhood Initiative (BSMI): edited and translated training manuals into accessible formats.
- Conducted field visits and delivered health-worker training sessions across target communities.

Overseas Pakistanis Services, Islamabad – Student Counsellor

1999 – 2000

Provided guidance and counselling services to students, advising on educational pathways and overseas study opportunities.

Reporter / VJ – FM 101, Islamabad & Lahore

2005 – 2010

Worked as an Outdoor Reporter and Video Journalist for FM-101. Anchored live shows and filed live reports from Lahore covering cultural and educational events including Basant, Pakistan Day, Independence Day, and the Punjab University Book Fair.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Course / Diploma / Certification	Field of Study	Institution
Leader in Me (LIM) 2 days workshop	7 habits of Highly Effective people (Franklin Covey)	United Charter Schools Nespak Branch Lahore
Mastering the magic of Classroom management	Modern techniques for effective classroom management	United Charter Schools Nespak Branch Lahore
Creating Effective digital learning environments for 21 st century education	Tools and applications for digital learning	United Charter Schools Nespak Branch Lahore
Professional Development (PD)	Assessment for Learning versus Assessment of learning	United Charter Schools Nespak Branch Lahore
Teaching and Learning Strategies	Active learning strategies for teaching in modern world	United Charter Schools Nespak Branch Lahore
Collaboration and Peer Learning	Building Active and Engaged Classes	United Charter Schools Nespak Branch Lahore
Data driven decision making	subject assessment & growth	UCS Nespak Campus Lahore
ELD (English Language Development)	English Language Skills – Written & Oral Communication for Teaching	Beaconhouse School System, Lahore
PWD – Professional Web Development for E-Commerce	Web Design, Graphic Design, E-Commerce & WAP	Skill Development Council, Islamabad (2002)
MS-Office 2000 & Internet	MS Windows, MS Word, MS Excel, MS PowerPoint, Email & Internet	PAF Finishing School for Women, Chaklala, Rawalpindi (2001)
Workshop on Uses of Internet	Internet & E-mail	Beaconhouse School System, Lahore
Workshop on Beaconhouse Websites (BEAMS, Gradebook)	Working with Different Modules	Beaconhouse School System, Lahore

SKILLS & TOOLS

Teaching Tools	Google Classroom, Microsoft Teams, Zoom, Kahoot!,
Productivity & Office	MS Office 365 (Word, Excel, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Slides, Drive)
Communication	Public speaking, report writing, newsletter production, cross-cultural communication, media presentation, multilingual instruction
Social media & Marketing	Facebook, Instagram, WhatsApp Business — used for digital marketing, community outreach, and customer engagement
Research & Analysis	Qualitative & quantitative research, survey design, data collection, academic writing, editorial review
School Systems	OMS, Beaconhouse BEAMS & Gradebook portals, student management systems, digital gradebooks, e-learning platforms

LANGUAGES

English (Fluent) | **Urdu** (Fluent) | **Persian** (Functional Proficiency) | **Punjabi** (Basic Proficiency)

References available upon request