

NOUREEN BHANWADIA

English Language Teacher & Assistant Manager

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📍 Karachi, Pakistan

EXPERIENCE

Assistant Manager

The Citizens Foundation (TCF)

📅 10/2024 - Present

- Developing examination papers for all TCF schools
- Conduct school visits to ensure implementation of organization policies during examination
- Conduct Post-Examination visits to evaluate the checking of examination papers
- Provide support to the academic team in development of SLO and reviewing their work
- Support HR in induction test development

English Language Teacher

Self-online business

📅 01/2022 - Present

- Teaching English language focusing on reading, listening, speaking, and writing components
- Assessing students through assignments, quizzes, and tests

ESL Teacher and IELTS Trainer

Domino English Learning Center

📅 10/2020 - 08/2024 📍 Karachi, Pakistan

- Conducted English conversation classes
- Taught English grammar to all levels

Primary Teacher

Shahwilyat Public School

📅 11/2021 - 12/2022 📍 Karachi, Pakistan

- Taught English to Grades 1 and 2
- Created lesson plans

Middle School Teacher

The Times School

📅 10/2015 - 03/2017 📍 Karachi, Pakistan

- Taught science to secondary classes
- Assessed students' progress and made annual report cards

Registered Nurse

Aga Khan University Hospital

📅 03/2018 - 01/2020 📍 Karachi, Pakistan

- Conducted antenatal history
- Administered medications as per need
- Assisted doctors in obstetrics and gynecology clinics

Student Counselor

Aga Khan Higher Secondary School

📅 03/2015 - 06/2015 📍 Karachi, Pakistan

Contract job

- Documented records of medicines daily
- Kept records of students and staff regarding health issues
- Provided treatment and first aid to students and staff

SUMMARY

As a dedicated English Language Teacher and TEFL/TESOL certified professional, I combine my background in psychology with a strong commitment to educational excellence. With extensive experience ranging from teaching at various levels to management roles, I strive to create engaging and effective learning environments. My focus is on enhancing the language skills of students while fostering personal development

STRENGTHS



Communication Skills

Possess strong communication skills



Computer Skills

Efficient in computer usage



Time Management

Exceptional time management and organizational skills



Leadership Skills

Demonstrated leadership capabilities



Teamwork Skills

Proven ability to work well in teams

KEY ACHIEVEMENTS



Aga Khan University Bilingual Declamation Contest

1st place in Aga Khan University-School of Nursing and Midwifery Bilingual Declamation Contest 2012



Self Awareness Training

Conducted Self Awareness Training as a trainer on 11th November 2021 at Herbion Naturals Pharmaceutical company in Karachi, Pakistan



Joint Commission International Accreditation

Received recognition for Joint Commission International Accreditation in 2018 from the Department of Obstetrics and Gynecology

SKILLS

IELTS

PCI

EXPERIENCE

Rehabilitation Nurse

Aga Khan University Hospital

📅 02/2014 - 02/2015 📍 Karachi, Pakistan

- Documented physical exercise performance of patients in medical records
- Assisted patients with their physical exercises
- Conducted physical exercise sessions with Parkinson's patients
- Monitored patients' vital signs

Nursing Intern

Aga Khan University Hospital

📅 11/2012 - 02/2014 📍 Karachi, Pakistan

- Provided bedside care, treatment, and clinical documentation for patients
- Built positive relationships with patients and multidisciplinary team

EDUCATION

Secondary Education

Sultan Mohammad Shah Aga Khan School

📅 01/2007 - 01/2009 📍 Karimabad, Karachi

Higher Secondary Education

Aga Khan Higher Secondary School

📅 01/2009 - 01/2011 📍 Karachi

Diploma

Aga Khan University School of Nursing and Midwifery

📅 01/2012 - 01/2015 📍 Karachi

Bachelor's Degree

Bachelors of Arts

📅 01/2015 - 01/2017

Master's Degree

M. A in Psychology

📅 01/2021 - 01/2023

INTERESTS



Creative Writing and Public Speaking

Creative writing and public speaking



Healthcare and Education

Healthcare and educational development

LANGUAGES

English

Proficient



Urdu

Native



TRAINING / COURSES

Internship in NOBEL

Facilitated international participants in courses related to leadership, pitch, and presentation