

Umm Maimoonah

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PROFESSIONAL PROFILE

Continuous experience in teaching Islamic Studies for Elementary, Secondary to GCE Ordinary Level for the past 20 years, out of which 12 exhausting years in an administrative capacity over the Nursery / Elementary / Secondary International school with responsibility on choosing curriculums and identifying, reviewing and choosing suitable Textbooks for different levels in Islamic Studies and all other subjects; and continued to keep busy for the past 5 years in creating curriculum for Primary and Secondary Levels and teaching.

My objective in the noble need is to share the passion of facilitating and implementing a suitable world class Islamic Studies Curriculum which would cultivate the next generation with firm basics, good character and a rounded personality to benefit themselves and the world.

Displaying my Skills obtained

Strengths and Skills:

School Management Skills

Research and Development Skills

Information Verification Skills

Organization and Planning Skills

Professional Development Skills

Curriculum Evaluating Skills

Excellent Computer Skills

Communication and Social Skills

People and People Management Skills

Uphold Culture and Islamic Values

Teaching and Children Skills

Implementation and Monitoring Skills

Event Organization Skills

Team Player

Educational Blogger

PROFESSIONAL EXPERIENCE

Islamic Studies Teacher

1993 – 2003

Achievements:

Was invited at the age of 16 Years to teach at the above school.

100% Pass rate in GCE London Ordinary Level Examinations for 3 consecutive years from 2000.

Was appointed as the **Head of Islamic Studies** for Elementary (1996 – 1999) and Secondary Level (2000 – 2003).

100% Pass rate for End of Year Examinations throughout (1993 -2003).

Responsibilities:

Teaching Islamic Studies for Elementary and Secondary Levels.

Preparing Lesson Plans for Islamic Studies for different levels.

Contributing personal thoughts and ideas to the yearly Curriculum.

Preparing Examination Papers.

Marking Examination Papers and Evaluating Standards.

Organizing and Judging Yearly Competitions on Tajweed, Hifdhl, Islamic Oratory and Islamic Quizzes.

Secretary/Accountant

1996 – 2000

Achievements:

- Recognized for Finance Management.
- Recognized for Maintaining Good Academic Standards.

Responsibilities:

- School internal and external communication.
- Organizing Staff Meetings and Recording Minutes.
- Recording and Maintaining Daily Accounts.
- Maintaining all Students Records and Financial Information.
- Handling all Admission Procedures.
- Assisting the Principals with Parents Teachers Conferences and Communicating with Parents.
- Assisting the Principals with Selection of Curriculum and Textbooks for K 1 – 12.
- Aliasing with British Council, Cambridge International and Edexcel for Curriculum, Examinations and Finance.

Administrator/Finance Manager

2001 – 2007

Achievements:

- Gained trust of the parents.
- Recognition of the Management.
- Served as a Member of the Board of Management.

Responsibilities:

- Reviewing and Selecting Yearly Curriculum and Textbooks for K1 -12.
- Checking Lesson Plans and Schemes of Work for K1 - 12.
- Checking Classroom environments and contributing towards the enhancement.
- Organizing and Coordinating Workshops and yearly Educational Events.
- Handling all Admission Procedures.
- Reviewing all Students Records and Financial Information.
- Aliasing with British Council, Cambridge International and Edexcel for Curriculum, Examinations and Finance.
- Preparation of Financial Accounts and Reports.
- Submitting and Following up all Statutory Requirements.
- Liaising with Inland Revenue Department.

Home-Schooler

Self Employed

2009 – Present

Achievements & Responsibilities:

- Developed Complete Islamic Studies Curriculum for Primary and Secondary Levels.
 - Gained Recognition and Trust, Internationally.
 - Researching, Reviewing and Selecting Yearly Curriculum and Textbooks.
 - Planning Lessons and Scheduling Workflow for Primary and Secondary Levels.
 - Organizing, Coordinating and Conducting Workshops for Homeschooling Parents and Teachers who
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are from different backgrounds and nationalities.
Conducting and Organizing many different innovative Workshops on Islamic Studies for Students catering to different learning styles.
Preparing, Organizing and Conducting Islamic Quizzes for children from K1 – 12 according to a Islamic Studies Curriculum Framework outlined by me from the scratch.
Publishing many different Activity Packs on different topics of Islamic Studies. (These Packs are used worldwide by many individual homeschoolers, Institutes and Schools)
Counseling and directing many different teachers and homeschoolers from around the world with regard to selecting Islamic Studies Curriculum and homeschooling methods.
Reviewing Islamic Studies Textbooks and Educational Aids for International Publishers and Educational Companies.
Able to understand the level of the students and simplify information from the well-known books of the scholars and present in a very attractive innovative manner.
Building a Primary Islamic Studies Curriculum from scratch for a USA Publishing Company.

EDUCATION

GCE Ordinary Level.

Notables: Achieved the highest mark within the entire school in Islamic Studies.

1989 - 1992

Diploma in Islamic Studies (Recognize by the Ministry of Culture and Muslim Affairs).

Distinction for Shariah Law, Islamic History and Jurisprudence.

Notables: Completed the same within half its period of duration.

1993

GCE Advanced Level.

Notables: Winner of Islamic Quiz Competition – All Island (Entire Country).

1993 - 1995

Diploma in Computer Studies.

City & Guilds – Australian Certification.

1997.

Participated in a Teacher Training Program.

2001.

REFERENCES

References are available upon request.