



AFIA MUSTAQEEM

O level , IGCSE , Pearson Edexcel , AQA Oxford English Teacher |.

Language Instructor | Section Head of IGCSE | Content Writer

PERSONAL DATA

Address	Nazimabad, Karachi, Pakistan
Date of birth	29th March, 1988
Citizenship & place of birth	Pakistan, Karachi
E-mail	afiasyed88@gmail.com
Mobile	+923409751621
linkedIn	Afia Syed

CAREER PROFILE

With 10+ years in education, I specialize in teaching English across pre-school, primary, middle school ,secondary, O Level, IGCSE, Pearson Edexcel, and AQA Oxford levels. My experience includes serving as a Section Head and Content Writer, where I developed curriculum plans and educational resources. I am committed to enhancing language proficiency and critical thinking skills to prepare students for academic and real-world success.

PROFESSIONAL EXPERIENCE

Oct 2024 - till date

Domino English Language Centre

Internal Quality Assurance (IQA) Lead,

- Supervised academic quality systems to ensure alignment with institutional standards and global best practices
- Developed, reviewed, and implemented internal quality policies for lesson planning, learner progress, and instructor performance.
- Monitored and enhanced teaching and learning practices through regular audits, observations, and feedback loops.
- Verified grading consistency and learning outcomes through student portfolio and progress checks.
- Analyzed learner feedback and data to drive improvements in teaching and student experience.

Sep 2023 - Oct 2024

Roots International School And College

Section Head of IGCSE + English Teacher

- Develop IGCSE English lesson plans using diverse methods to meet student needs.
- Conduct assessments and provide feedback to improve outcomes.
- Lead subject departments, ensuring curriculum quality and alignment with school goals and manage resources, including budgeting and scheduling, to optimize teaching.
- Foster collaboration across departments and drive curriculum innovation.
- Analyze academic data to support student success and adapt strategies.
- Incorporate varied instructional models and assessment methods to optimise student learning.

Mar 2022 - Sep 2023

Roots Millennium School and College

IGCSE English Teacher

- Deliver engaging IGCSE English lessons, catering to diverse learning styles.
- Foster an inclusive environment to promote student participation and growth.
- Assess student progress, provide feedback, and maintain accurate records.
- Collaborate on curriculum development and refine teaching strategies.
- Stay updated on IGCSE syllabus changes and best practices in education.
- Participate in professional development to enhance teaching effectiveness.
- Inspire a passion for literature and language through diverse texts and genres.
- Plan collaboratively and contribute across disciplines.
- Motivate students to become creative and critical thinkers, who are actively engaged in their own learning.

Nov 2020 - Mar 2022 Sultan Mahomed Shah Aga Khan School

English Teacher

- Deliver English lessons aligned with the curriculum, fostering critical thinking and creativity according to Middle year Program.
- Assess student progress, providing constructive feedback and tailoring instruction to diverse needs.
- Employ varied teaching strategies and integrate global perspectives into lessons.
- Collaborate on curriculum development and stay updated on teaching best practices.
- Participate in professional development and support extracurricular activities to enhance student growth.

Aug 2014 - Mar 2015 Our Own English High School Fujairah UAE - Gems Millennium

IGCSE English Teacher

- Deliver dynamic IGCSE English lessons tailored to diverse learners.
- Create an inclusive environment that fosters engagement and growth.
- Assess progress, provide feedback, and maintain records.
- Develop curriculum, refine strategies, and stay updated on syllabus changes.
- Inspire a love for language and literature through varied texts.
- Encourage critical thinking, creativity, and active learning.

EDUCATION

Dec 2019 - Apr 2022	Bachelor in Education <u>Major in English and Science</u> Iqra University, Karachi, Pakistan
Nov 2005 - Apr 2008	Bachelor in English <u>Major in Literature & Language</u> Karachi University, Karachi, Pakistan
Jan 2004 - May 2005	Intermediate - Commerce Board of Intermediate Education, Karachi
Jan 2002 - Mar 2003	Matric - General Science Board of Secondary Education, Karachi

ACHIEVEMENTS AND CERTIFICATIONS

Jan 2025	Certificate of Training from Paramount - Absorbing English Books
Sep 2024	Certificate of Training from Pearson
Mar 2023	Certificate of Foundation of teaching and learning
Mar 2023	Certificate of planning purposeful lessons plan
Feb 2007	Certificate of TESOL Tester
May 2014	Certificate of Advance Accounting

SKILLS

Project management, public relations, teamwork ,time management, leadership , effective communication, critical thinking, curriculum development, pedagogical innovation, assessment and evaluation, content creation, analytical thinking, technology integration and adaptability.

HOBBIES AND INTERESTS

Reading, writing , traveling , watching Netflix

LANGUAGES

English	6.5 Band (Fluent)
German	A1 (Beginners) A2 in progress
Urdu	(Native)



AFIA MUSTAQEEM

Serial No. 039837

Registration No. 022-19-118802



Iqra University

Islamic Republic of Pakistan

Be it known that

Afia B/o Syed Mumtaz Ali

having satisfied in full the requirements for the degree of

Bachelor of Education

has been admitted to that degree on **Thirty First day of May, 2022**

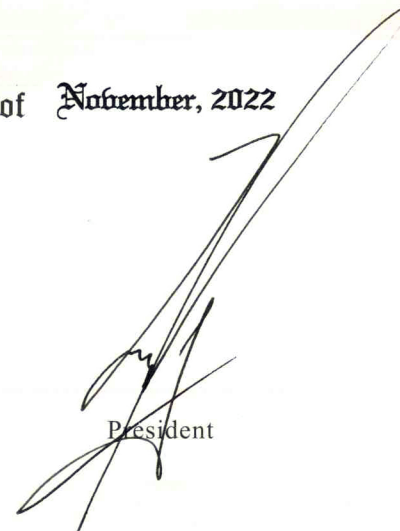
with all the rights, privileges, and honours pertaining thereto.

In witness whereof, this degree is granted bearing the following signatures and the seal of the University.

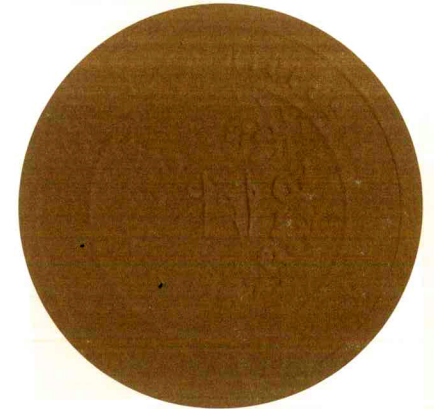
Given this **Twenty First** day of **November, 2022**



Registrar



President



039837



Ministry of Foreign Affairs, Pakistan
KHI15260mno

Checked by *Mr. A. Basit Makhdoom*
Protocol Officer

07 NOV 2024

IQRA UNIVERSITY KARACHI (DEGREE & TALENT DEVELOPMENT)	
Prepared by... <i>Ahmed Saghir</i>	<i>[Signature]</i>
Checked by... <i>Eshad Ali</i>	
Registration No. <i>022-19-118802</i>	
Date... <i>21-11-22</i>	

COUNTERSIGNED ONLY
The Ministry of Foreign Affairs
Not Responsible for the contents
of the document

Rs.1000



HIGHER EDUCATION COMMISSION
PAKISTAN

[Signature]

SATRAM DAS
Assistant Director (Attestational)
Higher Education Commission
Regional Centre Karachi.

3075472

17 AUG 2023



کراچی یونیورسٹی

University of Karachi

FACULTY OF ARTS
Bachelor of Arts (Pass)

کلیۃ فنون
بی۔ اے (پاس)


Whereas AFIA D/O
SYED MUNAWWAR ALI

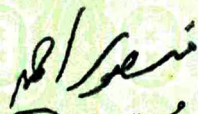
has pursued a course of study prescribed by this University for the Degree of Bachelor of Arts (Pass) Faculty of Arts and has passed the requisite Annual / Supplementary examination of 2008, held in 2009, having been placed in SECOND class.

It is hereby certified that he/she has been duly admitted to the degree of Bachelor of Arts (Pass) in this University.


Registrar


Vice - Chancellor


شیخ الجامعہ


منصور احمد
مستجیل

Dated Karachi, the 8th JULY 2013

Note :- Detailed transcripts of examination results have been issued separately.

ہر گاہ
تعمیرت
بنت
منور علیا
سیا

نے کُلیۃ فنون کے تحت بی۔ اے (پاس) کی سند کے لیے اس جامعہ کے منظور کردہ نصاب کی تکمیل کرنی ہے اور مطلوبہ امتحان سالانہ / ضمنی ۲۰۰۸ منعقدہ ۲۰۰۹ میں کامیاب ہو کر درجہ حاصل کر لیا ہے۔ لہذا تصدیق کی جاتی ہے کہ انہیں اس جامعہ میں بی۔ اے (پاس) کے درجہ پر فائز کیا گیا۔

کراچی، بتاریخ ۲۰ جولائی ۲۰۱۳

امتحان کے مضامین اور حاصل کردہ نشانات کی تفصیلات علیحدہ جاری کی گئی ہیں۔



Ministry of Foreign Affairs, Pakistan
KHI15260mno

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
وزارة الخارجية - Ministry of Foreign Affairs
الرفعة - الف - العمرة
Fujairah - Ch.CJ - Fuj

2014.09.08 150.00 AED
رقم الطلب 0000140095640034
201400594751 رقم الاتصال

نصافق على صحة ختم وتوقيع
قنصلية الامارات في كراتشي
دون تحمل الوزارة اى مسؤولية تجاه المحتويات

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The Ministry is not responsible
for the contents of the documents
COUNTERSIGNED

Q. Zaidi
ISYED EJAZ RAZA ZAIDI
Protocol Officer
Ministry of Foreign Affairs
(Camp Office)
Karachi



07 NOV 2024 APR 2014



Consulate General of the
United Arab Emirates
KARACHI-PAKISTAN

القنصلية العامة
للإمارات العربية المتحدة
كراتشي - باكستان

No. : 004562 الرقم
Date: 24 APR 2014 التاريخ

نصافق على صحة تواليف وحسم وزارة الخارجية باستايفه مكتب كراتشي
We certify the Stamp & Sign. Of Ministry of Foreign Affairs-KARACHI
هذا القنصلية حسم مسؤولية تجاه المحتويات
This Consulate is not responsible for the contents of the documents

CONSUL GENERAL



Checked by *A. Makhdoom*
Protocol Officer
176578

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The Ministry of Foreign Affairs
Not Responsible for the contents
of the document

UNIVERSITY OF KARACHI
(Examination Department)
Degree Section

20 JUL 2013

Asad
CHECKED
Supdt. I/C A.G.E. (D)

Rs. 800

HEC
HIGHER EDUCATION
COMMISSION OF
PAKISTAN
807843

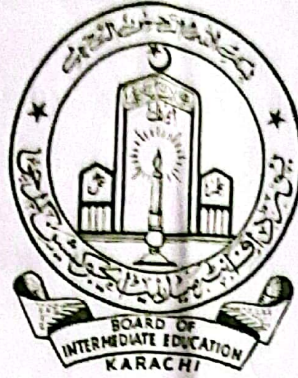
RIAZ AHMED QURESHI
Assistant Director Attestation
Higher Education Commission
Government of Pakistan
Islamabad

31 MAR 2014

B.I.E. B 141631

ROLL NO. 430161

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ
بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Higher Secondary Certificate 2005

This is to certify that Azra
Son/Daughter of Iyed Munawwar Ali
has successfully completed the HIGHER SECONDARY CERTIFICATE
EXAMINATION of this Board in Commerce Group hold in
the month of May 2005 as a Regular/Private Candidate in the
subjects mentioned below and has been placed in C GRADE
by securing 603 MARKS in the Aggregate of 1100/1200/200.

(a) Compulsory Subjects:

- Urdu Normal I & II
Easy I & II / N.M.T. / Smthi
History and Culture of Pakistan
Pakistan Studies (For Foreigners)
- English Normal / Advance
- Islamic Education / Civics (c)
- Pakistan Studies (c)

(b) Elective Subjects:

- Principles of Commerce
- Economics and Commercial
(Banking)
- Accounting
Geography

Karachi, Pakistan

Dated, the

25th July 2009

Munawwar
SECRETARY

(This Certificate is issued without any alteration or erasing.)

ATTESTED
GRADING FORMULA

(a) for the Aggregate of 1100 Marks in Science and Humanities Groups.

<u>MARKS</u>	<u>PERCENTAGE</u>	<u>GRADE</u>
880 and above	80% and above	A-1
770 to 879	70% and above but below 80%	A
660 to 769	60% and above but below 70%	B
550 to 659	50% and above but below 60%	C
440 to 549	40% and above but below 50%	D
363 to 439	Below 40% to minimum Pass marks i.e. 33% to 39%	E

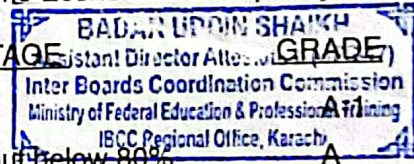


INTER BOARDS COORDINATION
 COMMISSION (IBCC)
 CA010443207
 HSSC/Inter

Handwritten signature

(b) for the Aggregate of 1200 Marks in Home Economics Group only.

<u>MARKS</u>	<u>PERCENTAGE</u>	<u>GRADE</u>
960 and above	80% and above	A
840 to 959	70% and above but below 80%	B
720 to 839	60% and above but below 70%	C
600 to 719	50% and above but below 60%	D
480 to 599	40% and above but below 50%	E
396 to 479	Below 40% to minimum Pass marks i.e. 33% to 39%	



Notes:

- Detailed transcripts of the Examination Results (Marks Sheets) have been issued separately.
- The word 'Passed' applies only when the Candidate Passes in additional subject or subjects.

PREPARED BY
[Signature]
 Dated 25 JUL 2009

CHECKED BY
 1. *[Signature]*
 2. *[Signature]*
 Dated 27 JUL 2009

[Signature]
 28/7/09
 Asstt. Secy. (Certificate)

[Handwritten signature]
 28/7/09

Experience Letter

To Whom It May Concern,

This is to certify that Ms. Afia was employed with Roots International – Hamilton Campus, Karachi since September 12, 2023 as an IGCSE English Teacher and Section Head of IGCSE.

During her tenure, Ms. Afia demonstrated exceptional teaching skills, engaging her students effectively and fostering a supportive learning environment. Her expertise in IGCSE English was instrumental in preparing students for their exams with remarkable results. She displayed a strong command over her subject and adapted her teaching methods to cater to the diverse learning needs of her students.

In addition to her teaching responsibilities, Ms. Afia served as the Section Head of IGCSE, where she led the section with professionalism and dedication. Her role included managing the curriculum, supporting her teaching staff, and ensuring that academic goals were consistently met. She excelled in her leadership role and was a valuable asset to our institution.

Ms. Afia's commitment to academic excellence and her ability to create a positive and productive atmosphere in the classroom were commendable. We wish her all the best in her future endeavors and have no doubt that she will bring the same level of dedication and success to any organization she becomes a part of.

Please feel free to contact us should you require any further information regarding Ms. Afia's tenure with us.

Best regards,



Dr. Nimra Zeeshan
Principal,
HAMILTON CAMPUS
Roots International Schools & Colleges Pakistan
| Mob : +92-3212-273600 | UAN: +92 51 111 724 111
URL: www.rootsinternational.edu.pk

TO WHOM IT MAY CONCERN

I am pleased to write this recommendation for Ms. Afia, who served as the Section Head of IGCSE at Roots International, Hamilton Campus. During her tenure, Ms. Afia not only taught English to IGCSE students, many of whom achieved A* in their exams, but also demonstrated exceptional leadership and management skills.

As the Section Head, Ms. Afia played a key role in curriculum development, ensuring that the curriculum was well-aligned with IGCSE standards and effectively tailored to the students' needs. She also led professional development workshops for teachers, where she provided valuable insights on syllabus coverage, teaching strategies, and classroom management. Her ability to break down complex topics and guide her colleagues in understanding the intricacies of the syllabus made a significant impact on the overall teaching quality within the department.

In addition to her teaching and curriculum responsibilities, Ms. Afia conducted classroom observations to evaluate teaching practices and provided constructive feedback to help improve instructional methods. Her leadership style was supportive yet firm, and she was highly regarded by both her peers and the students for her dedication and clear communication. Ms. Afia effectively led her team, fostering a culture of collaboration and continuous improvement.

Ms. Afia is a committed and passionate educator, and I am confident she will bring the same level of dedication and excellence to any role she pursues. I highly recommend her without reservation.

Sincerely,



Dr. Nimra Zeeshaan
Principal,
HAMILTON CAMPUS
Roots International Schools & Colleges Pakistan





MILLENNIUM INSTITUTE
OF PROFESSIONAL DEVELOPMENT

PROPOSITUM CERTIFICATE OF APPRECIATION


IS PRESENTED TO

Alia Mustageem

In appreciation of your efforts in planning purposeful
lessons plan

18th March, 2023, South Region Karachi, Pakistan

 Cambridge Assessment
International Education
Professional Development Centre

 Pearson

Ayesha Aamir

Ayesha Aamir

General Manager & Master Trainer - MIPD



CERTIFICATE OF RECOGNITION

THIS IS TO ACKNOWLEDGE THE REMARKABLE EFFORTS
AND UNWAVERING COMMITMENT OF

MISS. AFIA SYED

IN RECOGNITION OF HIS/HER EXCEPTIONAL TEACHING SKILLS, INSPIRING
MENTORSHIP, AND PROFOUND IMPACT ON THE LIVES OF STUDENTS, WE
PROUDLY PRESENT THIS CERTIFICATE AS A SYMBOL OF OUR GRATITUDE
AND APPRECIATION.

2nd June, 2024

DATE

Walid Mustaq

CEO'S SIGNATURE

Certificate Of Attendance

This is to confirm that

Afia Syed .

attended the following Training from Pearson Event on

September 30, 2024

4ES2-24IF1/08

Getting Ready to Teach Pearson Edexcel International GCSE English as a Second Language

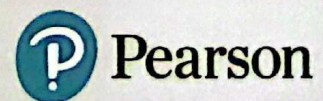
CPD Hours earned: 5

Date of issue: September 30, 2024

M Williams

Megan Williams

Customer Operations and Training Events Manager



This is to certify that

Afia Mustageem

has completed

MILLENNIUM FOUNDATION OF TEACHING & LEARNING

held at The Millennium Institute of Professional Development,
Future World School, Bahria Town Karachi, Pakistan

We hope that you had a wonderful learning experience, and the learning from the programme
will help you to grow further in your profession.

Dated: March, 2023



General Manager

Millennium Institute of Professional Development
The Millennium Education



Trainer

Millennium Institute of Professional Development
The Millennium Education

REGISTRATION NO. SBTE/RCI-1717/14

CERTIFICATE NO. 45942014



Roshi Computer Institute



SHORT COURSE TRAINING CERTIFICATE
REGISTERED WITH

SINDH BOARD OF TECHNICAL EDUCATION KARACHI

S. No. 012804

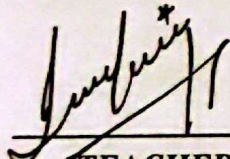
Certified that Mr./Miss AFIA S/o. / D/o SYED MUNAWWAR ALI


Has undergone a training programme of THREE Months during in COMPUTERIZED ACCOUNTING at

Roshi Computer Institute, from JAN-2014 to MAR-2014 Group No. / Batch No. 11372

On completion of his/ her training, he/ she was put to a test and his/ her performance has been assessed as "A" Grade.

Issued on 03.-MAY-2014


TEACHER


INCHARGE


PRINCIPAL / ADMIN.

RMS KENSINGTON CAMPUS

CERTIFICATE OF APPRECIATION

THE FOLLOWING AWARD IS GIVEN TO

Afia Mustageem

for dedicating your time, love and expertise for the education of learners. We greatly appreciate your commitment to the continuous development of our school.



Sarwat Arbab
Principal



Sana Kashif
Section Head

CERTIFICATE OF PARTICIPATION

200 Certificate Register No.

AWARDED TO

Afia Mustageem

14TH ANNUAL TEACHER DEVELOPMENT CONFERENCE TD/C

FUTURIST

QUESTS - CHALLENGES - JOURNEY

FOR ATTENDING ONE DAY NATIONAL CONFERENCE

to enrich, enhance teaching and learning practices and pedagogies

1000+ TEACHERS | 30 CITIES | 25 SPEAKERS | 1 DAY | 1 COUNTRY

18th March 2023, South Region Karachi, Pakistan

Dr. Faisal Mushtaq TI Founder & CEO The Millennium Education

Abbas Husain Master Trainer & Conference Moderator Director Teacher Development Centre

Erum Atif Director Teaching and Learning The Millennium Education

Ayesha Aamir General Manager, Master Trainer MPD & Conference Manager 2023 The Millennium Education



FUTURIST

QUESTS - CHALLENGES - JOURNEY

1000+ TEACHERS | 30 CITIES | 25 SPEAKERS | 1 DAY | 1 COUNTRY

14TH ANNUAL TEACHER DEVELOPMENT CONFERENCE TD/C

CERTIFICATE OF APPRECIATION

IS AWARDED TO

Afia Mustageem

In recognition of extended support in setting up sister Campus.

Erum Atif

Erum Atif
Director Teaching & Learning
The Millennium Education

Ayesha Aamir

Ayesha Aamir
General Manager, Master Trainer MIPD
& Conference Manager 2023
The Millennium Education