

REEMA MATALIYA

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PROFESSIONAL SUMMARY

Dedicated Educator and Academic Professional with over 12 years of experience across education, student engagement, admissions, communications, and institutional operations. Currently pursuing formal teaching qualifications and actively transitioning into a full-time teaching role. Strong exposure to Cambridge curriculum environments, learner support, classroom coordination, parent communication, and academic event management. Passionate about inclusive education, student wellbeing, and collaborative teaching practices.

CORE TEACHING COMPETENCIES

Classroom Management & Student Engagement | Lesson Planning & Instructional Support | Cambridge Curriculum Support | Differentiated Instruction | Student Assessment & Progress Tracking | Parent Communication & Reporting | Academic Coordination | Learning Resources Development | Technology-Integrated Teaching | Safeguarding Awareness

PROFESSIONAL EXPERIENCE

Student Recruitment, Communications & Academic Support Officer

Indian School Wadi Kabir – Cambridge Curriculum, Muscat, Oman / Dec 2019 – Present

- Supported academic leadership and teaching staff across EY to A Levels.
- Coordinated assemblies, workshops, orientations, and academic events impacting 1,000+ learners annually.
- Improved parent engagement by over 40% through structured academic communication.
- Supported admissions and onboarding, contributing to consistent enrollment growth.
- Assisted teachers with lesson resources, learner-facing content, and digital materials.
- Organized open days, curriculum showcases, and academic forums.

Sales & Marketing Executive

Al Tasnim Enterprises LLC, Muscat, Oman / Feb 2019 – Sep 2019

- Delivered structured presentations and client training sessions.
- Strengthened communication and instructional delivery skills.

Marketing & Branding Executive

Arihant Medical, Jamnagar, India / Feb 2015 – Feb 2019

- Developed educational product content and conducted training-style presentations.
- Coordinated workshops and engagement programs.

Relationship Executive

WWICS Oman, Muscat, Oman / May 2014 – Dec 2014

- Provided structured guidance and counselling support to students and families.
- Represented the organization at educational events.

Admissions & Student Support Executive

GlobalEdu Oman, Muscat, Oman / Jun 2013 – May 2014

- Supported student admissions, documentation, and education counselling.
- Assisted in education fairs and student guidance sessions.

EDUCATION

Bachelor of Education (Pursuing) – Asian College of Teachers

International Teaching Diploma – Asian College of Teachers (2021)

MBA (Marketing & HR) – Nirma University, India (2013)

Bachelor of Pharmacy – Nirma University, India (2011)

CERTIFICATIONS

IELTS General – Band 8.0

Cambridge Primary Science Professional Development