

# ASHIRA A M



## CONTACT



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## EDUCATION

### • Higher Secondary

Govt HSS Chittar, Pathanamthitta

### • SSLC

Sacred heart Higher Secondary School

Mylapra Pathanamthitta, Kerala

## LANGUAGES

- English
- Malayalam

## SOFT SKILLS

- Time Management
- Communication
- Interpersonal Skills
- Problem Solving
- Computer Skills
- Teamwork
- Productivity
- Critical Thinking

## PROFESSIONAL SUMMARY

An adaptable and motivated individual, I am seeking an opportunity to contribute my skills in an office environment. With a solid foundation in administrative tasks, excellent communication skills, and a keen eye for detail, I am adept at managing multiple tasks efficiently. My proficiency in a range of software applications, including Microsoft Office Suite and data management systems, allows me to adapt quickly to new technologies. I bring a proactive approach to problem-solving and a commitment to improving processes for better productivity. Eager to join a team where I can apply my organizational skills and positive attitude, I am ready to make a significant contribution to your company's success.

## EXPERIENCE

### ➤ TUTION TEACHER (6 YEAR)

#### KERALA, INDIA

- Teach students from 1st to 12th grade.
- Use different ways to explain topics so each student can understand better.
- Give tests to see how students are doing and change how I teach to help them more.
- Talk to students and their parents about how they are doing and what they can improve.
- Keep learning new teaching methods to make sure I'm giving great lessons.
- Plan lessons and schedule times for more than 30 students every week.
- Make sure students feel good and interested in what they're learning.

## SKILLS

- Patient and understanding with students
- Good at explaining difficult concepts in easy ways
- Able to adapt teaching methods for different learning styles
- Strong communication skills, both with children and adults
- Excellent time management and organization
- Keep up-to-date with educational content and teaching techniques
- Motivating and encouraging to students
- Able to manage and resolve conflicts patiently