

SHAMEEMA C H

shameemanick@gmail.com

+971 568896219



Objective

A multi –skilled worker, hardworking and responsible, complete task with very little supervision, socialize with people in different culture, competent, friendly, eager to learn and maintain productivity is seeking for a position that will be able to pursue my career in very challenging environment that will enhance my professional experiences, education, skills and abilities.

Experience

**Upper Elementary Teacher at KAMB&M School of life international,
Ayilakkad, Kerala
2021 june to 2023 march**

Responsibilities:

- Creating lesson plans and assisting in curriculum development.
- Completing student progress reports.
- Managing classroom activities and student behavior.
- Attending professional development classes and programs.
- Communicating with parents and guardians.

**Front desk Receptionist cum Admin at Creative Concepts Architectural and
Interior Designers, Pattambi ,Kerala
2017 February to 2019 March**

Responsibilities:

- Provide customer service at front desk.
- Handle incoming calls , feedbacks and enquires from clients
- Maintaining office supplies
- Greet all office guests
- Maintaining the reception area.
- Update calendars and scheduled meetings.
- Booking meetings.
- Keeping office records up to date.
- Answering inquiries related to activities of the company.

Primary Teacher at ISS Higher Secondary School Ponnani , kerala **2015 june to 2016 march**

Responsibilities:

- Completing student progress report
 - Creating lesson plans and assisting in curriculum development.
 - Managing classroom activities and student behavior.
 - Communicating with parents and guardians.
 - Attending professional development programs.
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Education

❖ **Bachelor of Arts (English)**

BA English under Swami Vivekananda subarti University, Meerut (2018-21)

❖ **D.ED**

Diploma in education under Government of Kerala (2013-15)

❖ **Higher Secondary Certificate**

Higher secondary Education under Kerala State Board, India passed in 2011-2013

❖ **SSLC**

SSLC (Class-X) under State Board of Kerala in 2011

Computer Skills

Systems & Applications

- ☐ **MS Office** ☐ Knowledge of Microsoft computer packages: **Excel, Word and PowerPoint.**
 - ☐ **Financial software Tally**
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Languages

English (professional proficiency)
Tamil (professional proficiency)
Hindi. (Professional proficiency)
Malayalam (Native or bilingual proficiency)

Passport Details

Visa Status : Visit
Passport No. : W0392789
Date of issue : 19/05/2022
Date of expiry : 18/05/2032

Personal Profile

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|-----------------|---------------------------|
| Father's Name | Hamza Chalil |
| Mother's Name | Safiya Hamza |
| Date of Birth | 20 th Feb 1995 |
| Marital Status | Married |
| Nationality | Indian |
| Current Address | Fujairah , UAE |
| Visa Status | Visit visa |

Declaration

I hereby declare that all the statement made above is true to the best of my knowledge.

Yours truly
SHAMEEMA CH