

Femina Ka beer

: Email: feminakbr@gmail.com

SPECIALIZED KNOWLEDGE & SKILLS SUMMARY

- Innovative and a critical thinker, seeking a dynamic and challenging career opportunity while concurrently demonstrating my values and capabilities.
 - Fluent in English; organizational and communication skills both verbally and written.
 - Work well in a high pressure environment; well-organized and efficient.
 - Keep safe of company documents and updating records and files.
 - Skilled with MS Office, and other desirable functions including internet.
 - Creative, Resourceful and willing to learn and acquire new skills.
 - Dedicated, passionate and dependable in work.
- ✓ **Inspiration**
Believe the theory: IMPOSSIBLE IS THE WORD WHICH OFTEN FOUND IN THE DICTIONARY OF FOOLS.

Professional Experience

EXAMHALL SUPERINTEND International Indian School Dammam SAUDI ARABIA

- § Documentation and safe keeping of students and university files.
- § Maintains safe and clean environment by complying with procedures, rules, and regulations.
- § Attending shifting schedules and collaborates with co-workers to ensure proper scheduling at all times.
- § Making and assisting in assessment and providing best quality answering doubts.

TEACHER ASSISTANT

New World International School Al-Khobar KSA

- § Highly dependable on school organizational activities such as scheduling school timings, meetings and conferences, and maintaining event calendars.
- § Handle student's guardians.
- § Enter new staff's and student's information into system.
- § Identify and escalate priority issues.

MONTESSORI TEACHER Bubbles International School KSA

- Practical Life
- Mathematics
- Language and Literacy
- Creative Subjects (Art and Craft, Music and Movement, Drama)

HOME ROOM TEACHER International Future School Dammam KSA

- Creative, organized and enjoy working with kids
- Establishes and enforces rules, leads physical exercise activities.
- Maintain order in the classroom, lead and demonstrate group activities, read aloud to large groups, use audio-visual equipment and computer.

Educational Background

School Graduated : International Indian School Dammam (2013)

University Graduated : Bachelor of Commerce with Computer Application
Alagappa University (Distance Education KSA)

Computer Skills : Microsoft Office, Data Entry, Adobe Photoshop

Languages : English, Malayalam, Hindi, Tamil, Arabic

Personal Information

Marital Status: : Married

Religion: : Islam

Citizenship: : Indian