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**Barbara**

**Barbara.27948@2freemail.com**

**Resume Title: Administration/ Teacher**

I am a career oriented, skillful and conscientious individual seeking for a utilitarian position.
Diligently I achieve the assignment with self-motivation, possessing great potential.

**Working experience in Dubai as a Teacher**

**Current Employer**: **Winchester School Outh Metha** from Sep 2011 onwards

Current Designation: Shadow Teacher to a Down Syndromes girl Year 2.

**Previous Employer**: **Winchester Jabel Ali** Assistant Teacher for year 4th from September 2011 to September 2013

**Dubai first school** as class teacher from Sep 2008 to Jun 2010

**Working experience as a Secretary from 2007 till 2008**

 20 June 2007 till date worked in Emmex System Trading LLC.

As administrator & accounts assistant

**Education & Certification**Bachelor of Commerce passed out in year 1984 from Mumbai University
Subject of specialization: English
Secretarial Practice & Office Administration
Accountancy
Company Law
Economics.

**Professional Courses**
 Certificate in Basic Diploma in Computer Application like Windows NT, Internet

 Microsoft Office 2000 from Boston Computer Technologies.

**Additional Qualification** National Physical Efficiency Test (seniors) conducted in the year 1982 rewarded **Two Stars**.
I was certified by **PENTA** for my Writing Course in Dubai in the year 2010.

**Working experience in India from 1984 to 2005**1984 till 2005 - I was coaching students in Mumbai from K.G till Grade Tenth all subjects.
Worked as a Assistant Teacher in a Special Needs school in Dilkush in Mumbai on temporary basis for
18 months.
From 1998 till 2004 worked for M/s. Airavat Construction in Mumbai as a 0ffice administrator.

Key Points

Proficient in Computer- Microsoft Word, MS Excel, MS PowerPoint, Internet, Microsoft Outlook

Scanning Documents and Filing
Versatile and trustworthy person, effective communicator, both verbal and written

 Friendly with positive attitude proven team player

 Well-organized

 Self-motivated and

 Easy to adapt to changes and ideas.

Personal Details

Visa : Employment visa

**Languages spoken**: English, Hindi, Urdu, Marathi
**Extra Curricular activities**: Reading, Singing, Cooking and Net Surfing

Personal details will be provided on request.