**First Name of Application CV No:** **1651248**

Whatsapp Mobile: +971504753686



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**Objective** : Keenly interested in accepting the challenges where I can use my administration skills to contributing best to achieve targets before schedule. Having rich experience in administration and education line (Correspondence education & face to face programs).

**Skills** : Ability to work accurately and pay attention to details.

 : A go-getter with a flexible & positive attitude & ability to think clearly & logically.

 : Strong communication and Presentation skills.

 : Ability to perform high quality and competition analysis

 : Team Management

 : Results Driven and Self motivation.

 : Problems Solving ability.

 : Planning and Prioritization

 : People management

 : Time Management

 : Good Communication Skills

 : No hesitation in meeting people

 : Leadership skills with a zeal to perform

 : Best Counseling

**Work Experience (In India) :**

1988 - 1991 : **Head Mistress** in Classic Primary School, Mysore

1991 - 1993 : **Lecturer**, in JSS College, Mysore

1993 - 1994 : **Lecturer**, in Anjuman College, Bhaktkal

1995 - 2000 : **Superintendent - Cum - Administrator**, Chennai

2001 - 2002 : **P. R. O.**, in Rabita Welfare Group, Bangalore

2006 - 2009 : **Hostel Administration,** in PES Engineering College, Bangalore

2009 - 2015 : **Principal / Administrator ( Cordinator)**

 in VSS Institute of Research & Charitable Trust, Bangalore

 **Co - ordinate for :** (a). M. S. University

 (b). Singhania University

 (c). Eiilm University

 (d). KSOU University

 (e). Pacific University

**Work Experience (Saudi Arabia)**

2003 - 2005 : **Principal**, in Al- Hijra Indian International School, Madina. (Saudi Arabia)

Qualification : B.Sc. (CBZ) from maharanis Science College, Mysore (1983 - 1986)

 : MA., (Urdu), Gold Medalist from Mysore University ( 1986 - 1988)

 : B.Ed., From Singhania University (2012)

 : M.Ed., From Singhania University (2013)

**Personal Details :**

Date of Birth : 16th February

Martial Status : Single

Nationality : Indian (Sunni Muslim)

Linguistic Ability : English, Hindi, Kannada, Urdu, Arabic & Tamil

Hobbies : Travelling, Social Service, and Cultural Activities