**First Name of Application CV No:** **1652550**

Whatsapp Mobile: +971504753686



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**OBJECTIVE I wish to attain a suitable position as in an esteemed organization and wish to use all my constructive abilities and desire to my career.**

**PERSONALITY Excellent communication skills. Adopting any kind of work atmosphere. Confident to initiate, Implement new ideas. Positive thinking.**

**Educational Pre University Education from Education board Karnataka**

**Qualification**

**Professional Diploma in Education (D.Ed) from Karnataka Secondary Education**

**Qualification Examination Board.**

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| --- | --- | --- | --- |
| EXAMINATION | SCHOOL/COLLEGE | UNIVERSITY | YEAR |
| SSLC | St.victors Girls High School Puttur | K.S.E.B | 2004 |
| PUC | St.Philomena PU College Puttur | K.S.P.U.B | 2006 |
| D.Ed | St. Ann’s T.T.I | K.S.E.E.B | 2008 |
|  |  |  |  |

**Computer**

**Knowledge Diploma in Computer Application**

**Computer Basic**

**Work Experience**

**Organisation HAH Overseas Contracting LLC, Dubai.**

**Position Held Receptionist Cum Secretary**

**Period July 2013 to August 2015**

**Receptionist most importantly required behaving in a friendly way and having good manners while communicating with customers, on the phone and face to face.**

**Responsibility**

* Answering the phone calls and Mails.
* Receiving visitors.
* Appointments and cancellations
* Tidy and maintain the reception area.
* Maintain and monitor the office equipment.
* Salary transfer through WPS.
* Apply /Cancel visa and visa stamping.
* Handling the petty cash.

**Organisation St.Joseph’s Joyland School, India.**

**Position Held Assistant Teacher.**

**Period 2012 to 2012.**

**Organisation St.Ann’s High School Kuntikana, India.**

**Position Held Assistant Teacher**

**Period 2009 to 2011**

**Responsibility**

* Inculcate model behavior mannerism by self example.
* Prepare long term teaching programs and daily lessons in accordance with the guidelines of the schools education system.
* Provide activities and materials that engage and challenge the students intellectually.
* Understand and implement the use of information technology in lesson preparation and teaching.
* Shift between formal and informal methods of teaching like debates, discussion, practical activities, experiments, projects and excursion.
* Supervise student conduct during class, lunch time and other breaks.
* Understand the diverse back ground students come from, their strengths, weakness and area of interest.
* Enforce discipline by firmly setting classroom rules.
* Be ready to adjust teaching style to meet individual needs of students.

**Organisation Club Mahindra, Mangalore, India.**

**Position Held Telephone operator.**

**Period 2011 to 2011 (3 months)**

**Responsibility**

* Operating the calls of customers.
* Introducing our package in holiday’s tours to the customers.
* To answer all incoming telephone call in a professional and polite manner
* To make clear and accurate communication to the other party on the other end of the line
* To redirect and divert calls to appropriate parties or offices
* Giving polite assistance to its caller and give best services.

**Organisation Bhavana Kala Arts, Puttur, India**

**Position Held Receptionist / Sales lady**

**Period 2008 to 2009**

**Responsibility**

* Answering the phone calls and Mails.
* Receiving visitors.
* Appointments and cancellations
* Tidy and maintain the reception area.
* Maintain and monitor the office equipment
* Taking order for decoration from customer
* Dealing the rent cloths.
* Maintaining the rent cloths and decoration order book.

**Personal Details**

* **Date Of Birth : 09/08/1988**
* **Place of Birth : India**
* **Gender : Female**
* **Religion : Christian**
* **Nationality : Indian**
* **Marital Status : Married**
* **Languages Known : English,Hindi,Kannada ,Konkani& Tulu**
* **Hobbies : Listening music, singing & dancing.**