**CURRICULUM VITAE**

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**SHAMEERA**

[**SHAMEERA.293658@2freemail.com**](mailto:SHAMEERA.293658@2freemail.com)

**OBJECTIVES**

Enthusiastically seeking a challenging and leading position in a demanding and task oriented organization, which would allow me to utilize my skills and capabilities in a strategic, innovative and analytical way.

**SUMMARY**

6.2 Years of work experience at increasing level of responsibility .Consistent achieve of assigned job targets .hard working and result oriented

**PERSONAL PROFILE**

Age & Date of Birth : 27, 5/04/1988

Religion : Muslim

Marital Status : Married

Nationality : Indian

Languages Known : English, Malayalam

**EDUCATIONAL ACHIEVEMENTS**

### BBA (Graduation)

* ***Higher Secondary Examination***
* ***Board school examination***

**COMPUTER EXPERIENCE**

* **HDCPM**(HIGHER DIPLOMA IN COMPUTER APPLICATION)
* **Sound knowledge of internet and E mail usage**
* **MS office , Well knowledge of Excel package**

**PROFFESSIONAL EXPERIENCE**

1. 4.2 Years working experience in a SMALL FINANCE BANK (Working as ASSISTANT BRANCH MANAGER)

**JOB PROFILE :**

* + Support Branch Manager (BM ) in developing business and expansion in existing and new territories to achieve targets related to loan disbursements and borrowers
  + Conduct progress review with their team to ensure timely implementation of plans and targets
  + Appraising new and existing Self Help Groups
  + Ensure effective delivery of credit and non credit products to achieve product specific targets
  + Reconcile member records and maintain real time member information
  + Resolve member concerns and grievances at the branch level and report closure within agreed timeliness

**2) 1** Year working experience in GOVERNMENT LOWER PRIMARY SCHOOL (As a Computer

Teacher)

**JOB PROFIL**.

* Manage and monitor student behaviour.
* Identifies varying teaching methods that work best for students who learn differently.
* Creates lesson plans that are appropriate for the age and abilities of the students in the class.
* Communicates students’ progress to parents, particularly regarding students who need tutoring or other extra assistances

**3)**  1 Year working experience in INFOMATES COMPUTER CENTRE (As a Trainee)

**JOB PROFIL**

* Organize, maintain and manage class systems in proper working condition
* Teach students and learners to use computers
* Initiate and implement systems, procedures and other student management issues.
* Conduct group training sessions.

**DECLARATION**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I assure you, if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.