**NIMCO MAHAMUD**

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Personal statement

I was a private English teacher for three years, I have engaging personality and my teaching style is very effective because it has yield positive results in the students. I also have strong rapport with students because I have engaging personality and my teaching style and classroom management is prodigious. Nimco is highly organised and efficient individual, whose thorough and precise approach to projects has produced excellent results. Nimco is a highly motivated and dedicated woman who has positive attitude, she also follows high standard of personal and work ethics. Currently, she is looking for an opportunity to make a genuine difference in your ambitious and progressive school.

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Skills & personal attributes

* Fluent in English, Danish and good in Arabic
* Advanced level of MS Office ( Word, Excel and PowerPoint)
* Certified in first-Aid and CPR
* independent worker and can work as a part of a team
* exemplary time management and organisation skills
* articulates knowledge and understanding of texts, concepts and theories
* excellent negotiation and team working skills to present ideas and information
* uses her judgement to weigh up alternative perspectives

**Employment History**

Private tutor, Cairo Egypt

(March 2013 – 2016)

Duty Responsibilities

* Worked with students to improve their reading, writing and speaking skills.
* Prepared lessons assigned homework and correct it.
* Taught students study skills, note-taking skills, and test-taking strategies.
* Provided private instruction to individual to improve academic performance.
* Improved occupational skills, or prepare for academic or occupational test.

**Amaano wholesale shop Birmingham (office administrator)**

(September 2010- July2012)

Duty Responsibilities

* Organizing office procedures
* Fiscal responsibilities
* Ordering and managing supplies and overseeing maintenance equipment

**Community Connection Plus, Birmingham (Voluntary work)**

(October 2011 – December 2012)

Assisting and interpreting for the Somalis’ who does not know English.

 My roles included:

* Writing complaint/ request letters for them
* Making phone calls and accompanying them for translation purpose

**Receptionist and customer service duties. The Business Hub Henley College Coventry**

(September 2010- July 2011)

Duty Responsibilities

* Reception duties
* Filing documents
* Producing documents
* Taking messages

**Match Options Coventry, Care Worker**

(Jun2010- December2010)

Duty responsibilities:

* Provided personal care and support with wide range Match Options’ needs.
* Maintained good communication and developed effective working relationships.
* Provided companionship to the client by actively speaking and listening to them about their demands

**Safari Shop, stock controller**

(October 2008- May 2009)

* Worked as a volunteer in a team.
* Organised stock and created show rooms.
* Did general retail duties.

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Education

* **Arab Open University**

*(September 2012 – June 2016)*

 BA English literature

* **Henley College Coventry**

***(September*** *2009- March 2012)*

* **National Open College Network**

 *March 2010– September 2010)*

* **TTP Counselling**

*(June 2010 – October 2010)*

* **Humlehaveskolen , Primary and Secondary school (Denmark)**

*(1997- 2007)*

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Hobbies & Interests

During my spare time I enjoy relaxing and socialising with family and friends. I am also avid reader of different genres of books, cookery is of my latest interest and I like to try different recipes. Furthermore, I have keen interest in travelling and being exposed to different cultures thus I have visited several countries within Europe, Asia and Africa, I also enjoy playing with my nieces and nephews and teaching them how to read and write the alphabets and numbers.

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 **Job Seeker First Name / CV No: 1802238**

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