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**CURRICULUM VITAE**

**PRAMEELA**

Email Address: **prameela\_304867@2freemail.com**

**OBJECTIVE:**

Contribute to the success of an organization by fully utilizing my skills and knowledge that will provide growth in increasing level of responsibility and affiliation with the institution where my interest, skills and aptitude would be used to further enhance the value of the institution.

**PROFILE:**

* 8+ years of teaching expertise in CBSE school with outstanding communication and interpersonal skills.
* **3+ years UAE working experience in admin assist / secretary**
* Have strong command over artistic tools to create different arts and provide the medium through which students can interact.
* Have expertise in producing visual aids according to the requirements.
* Highly motivated confident and with constructive approach to problem solving, quickly to learn new concept and skills.
* Adoptable, flexible has the ability to work with pressure, apply methodical approach to provide effective solution to deadlines.
* Smart, Responsible and has a Positive attitude towards work
* Sincere, Committed Quick Learner and Responsible Team player
* Systematic, Focused, Dedicated, Disciplined, trust worthy, Hard-working and ability to work under pressure

**EDUCATIONAL QUALIFICATION:**

* **Diploma in Education (Ded) Beary’s Group of Institution Kundapura– Mangalore – 2008**
* **BA in Mysore University– 2013**

**ADDITIONAL QUALIFICATION:**

* **Web Designing and publishing**
* **Microsoft Office Application**
* **Data Processing and Internet**
* **U.A.E WORKING EXPERIENCE:**
* **SPEED TECHNOLOGY SOLUTIONS, DUBAI, UAE**
* **Designation: front desk manager /SECRETORY**
* **Period of Employment: June2014 – March2017**

**Duties and Responsibility:**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Keeping reception area and hole office tidy and neat
* Directs visitors by maintaining employee and department directories; giving instructions.
* Explain products or services and prices, and answer questions from customers.
* Process customer orders and update client information in computer database system
* Schedule appointments for sales staff to meet prospective customers
* Tracking: Daily, weekly and monthly sales.
* **TEACHING EXPERIENCE:**

**Name of the Institution : Kumudvathi Residential Central School(CBSE)**

 **Shikaripura -Shivmogga Karnataka India**

**Designation : Teacher**

**Period of Employment : May 2011 – April 2014**

**Duties and Responsibilities :**

* Teaching Mathematics, Reading and writing on an individual, class or small group basis
* Supporting children from ethnic minorities or those with special needs
* Helping develop programmers of learning activities and to adapt appropriate materials
* Motivating and encouraging pupils
* Corrections and Marking student assignments.

**Name of the Institution : BadarikashramaVidyashala (CBSE)**

 **TurvekereTumkur Karnataka India**

**Designation : Teacher**

**Period of Employment : June 2008 – April 2011**

**Duties and Responsibilities :**

* Teaching Math’s, Social Science, General Science and English for primary level.
* Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
* Prescribing new educational activities and materials for children.
* Involve in development of professional courses including planning, implementing, and assessing and evaluating student’s area of expertise.

**TRAINING TAKEN:**

* Child Development and Pedagogy,
* CCE Modern Education

**PERSONAL DETAILS:**

* Date of Birth **: July 17 1988**
* Gender **: Female**
* Nationality **: Indian**
* Marital Status **: Married**
* Religion  **: Hindu**
* Language Known **: English, Hindi and Kannada**
* Visa Status  **: Husband Visa**

**DECLARATION:**

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief

Date: Yours Faithfully

Place: **Prameela**