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**JESNA**

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| **jasna.jpg** |

**JESNA.334574@2freemail.com**

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**PROFILE:**

Seeking a job where I can work in admin as well as work with senior level personal to enhance my skills and knowledge and also a Teaching position to utilize my skills, abilities, and Experience to build an ambitious career that offers professional growth, while being resourceful, flexible and innovative to the reputed organization to achieve their goals.

**PROFESSIONAL EXPERIENCE:**

* Worked as a **Teacher in SVBHS School, Thiruvananthapuram, Kerala *(May 2013 to May 2014)***
* Worked as a **Teacher in a Reputed Tuition Centre (2 years)**
* *Home Tuition* **(Still working)**

**Responsibilities:**

* **Classroom behavior**
* **Creative Questioning**
* **Preparing Lesson Plans**
* **Conducting Extracurricular activities**
* **Conducting inner class Examination**
* **Special extra works for Weak students**
* **Demonstrating all possible study objects in classroom for complete and clear understanding of the subject**
* **Maintained excellent classroom management skills and the ability to maintain students on a task**

**PROFESSIONAL QUALIFICATION:**

* **Completed M.Sc (Mathematics) in University of Kerala, India, Oct’16**
* **B.Ed (Mathematics) in University of Kerala, India, Nov’13 76%**
* **B.Sc (Mathematics) in University of Kerala, India, Dec’11 54%**
* **Plus Two (HSE) in Kerala Higher Secondary Board, India, March’08 66%**
* **SSLC in Kerala Board of Examination, India, March’08 69%**

**SUMMARY OF SKILLS & CAPABILITIES:**

* **Excellent communication skills.**
* **Capable of working independently and also in a group.**
* **Self-disciplined and punctual, Self - motivated and a hard worker.**
* **Excellent analytical and problem solving capability.**
* **Very good team player.**
* **Positive thinking and result-oriented attitude.**
* **Zeal to learn new technologies and adapting to it quickly with Patience and hard working.**

**COMPUTER SKILLS:**

* **MS Office 2010**
* **Basic Tally**

**LANGUAGE PROFICIENCY:**

 **English, Hindi, Malayalam**

**HOBBIES:**

**Hearing Music, Reading Books and Travelling**

**PERSONAL INFORMATION:**

**Date of Birth : 30/12/1990**

**Nationality : Indian**

**Gender : Female**

**Marital Status : Single**

**Date of Issue : 13.07.2016**

**Date of Expiry : 12.07.2026**

**Visa Status : Visit Visa**

**DECLARATION:**

 **I hereby declare that all the information mentioned above is true to the best of my knowledge.**

**PLACE: Sharjah**