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**Heena**

**Heena.334624@2freemail.com**

Career Objective

Responsible primary school teacher with excellent communication skills demonstrated by 2 years of teaching experience. Passion for education, motivated and enthusiastic educator with a strong desire to foster a cohesive student learning atmosphere. Specialize in managing students effectively and maximizing learning opportunities in an innovative manner.

Educational Qualification

* Graduated in B.Com (Corporate Secretaryship) from Shri Krishnaswamy College for Women in April 2012 with 79%
* Passed out 12th with 91% from Hussain Memorial Matriculation Higher Secondary School
* Passed out 10th with 71% from Hussain Memorial Matriculation Higher Secondary School

Work Experience

* Worked as **Nursery Teacher in Arise ‘n’ Shine International Preschool**, India from September 2015- March 2016
* Currently working as **Admin/Counselor and Nursery Teacher in Arise ‘n’ Shine International Preschool**, India from April 2016- Present

Key responsibilities

Teacher

* Organizing and delivering lessons to students
* Recording student attendance
* Classroom management
* Observing each child’s learning style (Auditory, Kinesthetic and Visual) and providing a complete assessment on child’s Fine Motor and Gross Motor skills, Cognition skills, Language Receptive skills, Language Expressive skills, Self help and Social skills
* Daily updates to parents on their child’s growth and well-being

Admin/Counselor

* Counseling the parents and converting them into successful enrollments
* Supervising Teachers, Associate Teachers and Nannies
* Follow up with leads
* Providing the materials required for the smooth functioning of class
* Sending updates to Arise ‘n’ Shine Corporate on a weekly basis
* Managing and maintaining the term wise track of following inventories:
* Housekeeping inventory
* Stationery inventory
* Office supply inventory
* Toy inventory
* Library inventory
* Maintaining Toy and Library registers on a regular basis
* Planning for events like Annual day, Sports day and Graduation day
* Planning for monthly celebrations like Color day, Crafts contests
* Presenting Parents Orientation to newly enrolled parents
* Billing the fee receipts
* Preparing vouchers
* Maintaining Staff attendance
* Preparing remunerations to teaching and non-teaching staffs
* Updating the enquiries and enrollments in Arise ‘n’ Shine ERP
* Daily huddle with the team related to highlights and challenges
* Updating the lead file
* Sending Purchase Order (PO) to the vendors of Arise ‘n’ Shine corporate
* Reporting to Associate Center Head on a daily basis
* Capturing and working towards the gaps in Internal audit report

Personal skills

* Good listening skills
* Well developed written and oral communication skills
* Team spirit
* Accepting challenges
* Planning and Organizational skills
* Patience
* Good at taking care of children
* Time management
* Positive minded

Professional skills

* Proficiency in teaching Numbers, Letters and Phonic sounds through fun activities
* Writing practice for children (eg) Strokes, Circles using pencils and crayons
* Informative and engaging session on various general topics (eg) Colors, Shapes, Animals, Transport, Seasons etc.,
* Train students to perform on stage in one act drama
* Interactive story telling sessions (using voice modulations)
* Patience and Perseverance to make a young child’s time in school knowledgeable, interacting and bags full of fun

Awards

* **Employee of the month** in July, August, September, November 2016
* **General proficiency award in English** during the academic year 2014-2015
* General proficiency award in Major & Allied subjects during the academic year 2014-2015
* General proficiency award in Major and Allied subjects during the academic year 2013-2014

Computer Knowledge

* Microsoft Office

Hobbies

* Jewellery making

Personal details

D.O.B: 16-12-1994

Nationality: Indian

Religion: Muslim

Languages known: Urdu, English, Tamil, Hindi

Marital Status: Single

Declaration

I hereby declare that the above stated information is true to my knowledge and belief.