**CURRICULUM VITAE**

**SREENA**

[**SREENA.336948@2freemail.com**](mailto:SREENA.336948@2freemail.com)

**CAREER OBJECTIVE**

Seeking a challenging career in a progressive, fast growing institute where I can use my knowledge, skills and creativity to achieve mutually rewarding growth.

**PROFESSIONAL EXPERIENCE**

**Year 2015**

* From Jan, 2015 onwards working as a Secretary in SMKK Technical services LLC Dubai, UAE.

**Year 2010-2011**

* Assistant Teacher in Science at Sanjose Metropolitan Higher secondary School, Thalassery, Kerala, India. (CBSE syllabus)

**Year 2007 - 2008**

* Secretary/Administrator in a Pest control company Dubai, UAE for 1 Year.

**Year 2006 – 2007**

* Teaching Biology for under graduate studentsat Govt.HSS.Kadirur, Thalassery, Kerala, India for 1 Year.

**Year 2004 - 2006**

* Teaching Biology for undergraduate students at Govt.Higher Secondary School, Vadakumpad, Kerala, India for 2 Years.

**Work Description**

* Planning, Preparing and delivering lessons to higher standards
* Organising study materials and creative activities as per curriculum
* Providing career support and guidance to students
* Supervising and monitoring pupil’s laboratory work

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**Duties and Responsibilities**

* Arranging labs for students practical’s and assist teachers with lab activities.
* Ensure the safety measures are strictly followed during practicals.
* Preparing specimens and samples.
* Maintaining and repairing equipment and laboratory apparatus.
* Cataloguing recordings and making them available when requested.

**EDUCATIONAL QUALIFICATION**

Passed **SET**(State Eligibility Test) of Kerala Govt., prescribed as one of the qualifications for appointment as Higher Secondary School Teacher.

**B.Ed. 2002 – 2003**

H.M Training College, Muvattupuzha

Mahatma Gandhi University, Kottayam, Kerala, India.

**M.Sc. Botany 1999-2001**

Mahathma Gandhi Govt.Arts College,Mahe

Pondicherry University

**B.Sc. Botany 1997- 1999**

Mahathma Gandhi Govt.Arts College, Mahe.

Pondicherry University

**COMPUTER KNOWLEDGE**

DCA(Diploma in Computer Application)

MS Office (MS Word, MS Excel) windows xp, internet & e-mail

**PERSONAL DETAILS**

Date of Birth : 19.02.1979

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, and Malayalam.

Visa Status : Husband Visa

Place : Al Quoz, Dubai.

**DECLARATION**

I hereby declare that all the information given above are correct to my knowledge and belief.

Sincerely